



**MIAMI-DADE COUNTY
CONSOLIDATED REQUEST FOR APPLICATIONS
FOR FY 2007 FUNDING FROM:**

- **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**
- **EMERGENCY SHELTER GRANT (ESG)**
- **HOME INVESTMENT PARTNERSHIP (HOME)**
- **DOCUMENTARY SURTAX (SURTAX)**
- **STATE HOUSING INITIATIVE PARTNERSHIP (SHIP)**

This HOME/SHIP/SURTAX RFA consists of:

- **Part I, Application Document and**
- **A CD-Rom containing a copy of the Application and required attachments in a PDF Format.**

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**MIAMI-DADE PROVIDES EQUAL ACCESS AND EQUAL OPPORTUNITY IN
EMPLOYMENT AND SERVICES AND DOES NOT DISCRIMINATE ON THE
BASIS OF HANDICAP.**

**The Office of Community and Economic Development (OCED) does not
discriminate in admission to, or treatment of employment in its federally
assisted program activities, OCED's compliance with these regulations is
coordinated by Administrative Officer,**

Irelene, T. King-Allen

You can reach her at (305) 375-3434

**ALL APPLICANTS FOR CDBG AND HOME FUNDS ARE ADVISED THAT THE MIAMI-
DADE COUNTY ENTITLEMENT FOR FY 2006 WAS REDUCED BY OVER SIXTEEN
PERCENT (16%) IN CDBG FUNDS AND BY OVER TWELVE PERCENT (12 %) IN
HOME FUNDS COMPARED TO FY 2005. IN ANTICIPATION OF A FURTHER
REDUCTION OF THE FY 2007 ENTITLEMENT AMOUNT, FUNDING ALLOCATIONS
MAY BE REDUCED FROM PRIOR YEAR FUNDING LEVELS.**

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GENERAL INFORMATION AND GUIDELINES

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**MIAMI-DADE COUNTY
CONSOLIDATED REQUEST FOR APPLICATIONS
FOR FY 2007 FOR FUNDING FROM:
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG),
HOME INVESTMENT PARTNERSHIP (HOME),
DOCUMENTARY SURTAX (SURTAX),
STATE HOUSING INITIATIVE PARTNERSHIP (SHIP) AND
EMERGENCY SHELTER GRANT (ESG) FUNDING PROGRAMS**

INTRODUCTION

Miami-Dade County, through the Office of Community and Economic Development (OCED), the Miami-Dade Housing Agency (MDHA), and Miami-Dade Homeless Trust is soliciting applications under a Consolidated Request For Applications (RFA) process for Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Shelter Grant (ESG), Documentary Surtax (Surtax), and State Housing Initiative Partnership (SHIP) funds. Applicants are asked to address the inventory of unmet needs catalogued in the FY 2003-2007 Consolidated Plan. These unmet needs were reviewed by Dade County residents and catalogued by OCED staff and will be funded from through the FY 2007 Action Plan. (See Part II, Attachment 1 for a listing of the Consolidated Plan Priorities). This RFA is supported by the FY 2003-2007 Consolidated Plan and FY 2007 Action Plan Process Policies approved by the Board of County Commissioners on June 6, 2006 (See Part II, Attachment 3).

Starting in FY 2006, new reporting requirements have been imposed on federal, state, and local agencies with the intent of measuring the outcomes of U.S. HUD funded programs, and addressing a growing public emphasis on accountability for accomplishments. By law, all agencies are required to measure the outcomes of their programs. Additionally, program results are directly linked to funding decisions and public support for programs. A new tool, has been created to capture that impact: the CPD Performance Measurement System. The CPD Performance Measurement system (See Part II, Attachment 7) provides a framework for HUD to take local data from grantees throughout the nation and aggregate it so that the impact of housing and community development programs can be measured at the national level. The framework of the CPD Performance Measurement system covers the following four CPD formula grant programs:

- ♦ The Community Development Block Grant (CDBG)
- ♦ The HOME Investment Partnerships Act (HOME)
- ♦ The Emergency Shelter Grant (ESG); and
- ♦ The Housing Opportunities for Persons with AIDS Program (HOPWA).

In developing the outcome framework, the applicants to any of the four programs must summarize their objectives into the following three areas to be considered for funding:

- ♦ Creating a suitable living environment
- ♦ Providing decent housing; and,
- ♦ Creating economic opportunities

Applicants must consider the range of reasons why a particular activity might be funded. Although there are many variations, three central reasons were defined as follows:

- ♦ Improving availability or accessibility of units or services
- ♦ Improving affordability not just of housing but also of other services; and,
- ♦ Improving sustainability by promoting viable communities

These were classified as **outcomes**.

Although not completely captured in this application, the new required data set will be collected from the recommended agencies after funding award. It is recommended that agencies read, and get familiarized with the Federal Register on the CPD performance Measurement System included in Part II attachment 7.

APPLICATION TO THE PROGRAM

A Consolidated Request for Applications (RFA) is being issued for applicants who are interested in applying for FY 2007 CDBG, HOME, Surtax, SHIP and ESG funding. All application forms are in this package. **Copies are available at:**

- **The Office of Community and Economic Development, 140 West Flagler Street, Suite 1000, Miami, Florida and,**
- **The Miami-Dade Housing Agency, 2103 Coral Way, Suite 700, Miami, Florida.**

Who is eligible to apply?

No Public Services applications will be accepted in the FY 2007 RFA Process. Community Based Organizations (CBOs), Community Development Corporations (CDCs) and public agencies are encouraged to respond to this Consolidated RFA process by submitting applications for an eligible activity. Private-For-Profit developers who provide affordable housing units in Miami-Dade County also are encouraged to participate. Agencies may apply for funding for an activity from multiple funding sources by **submitting individual applications for each funding source**. Eligibility for use of funds available under this RFA varies from program to program. Applicants should refer to specific requirements and or restrictions for each funding source as set forth in this application document.

Applicants are encouraged to coordinate and collaborate with other organizations in carrying out programs funded under this RFA. As part of the proposal a written agreement specifying the role of each organization in the collaboration and executed by each partner organization must be included.

PROPOSAL CONDITIONS

All funds, with the exception of Surtax and SHIP must benefit very low- and low-income individuals or families at or below 80% of the Miami-Dade County family median income (\$55,900). At least 75% of the Surtax funds must benefit very low- and low-income individuals or families. Up to a maximum of 25% of Surtax and SHIP funds must benefit moderate-income individuals or families with incomes up to 120% of the Dade County area median income.

In the housing category priority will be given to projects which are currently in development but require gap financing to be completed, or the development of new housing that meets the identified priorities for the Consolidated Plan and Homeless Continuum of Care. The

balance of the funds in the homeless category will be awarded to affordable housing developer who agrees to set aside units for formerly homeless clients. This award may exceed the cap established under all other funding categories. For example if the established cap for an affordable housing project is \$500,000, an affordable housing developer who sets aside units for the homeless may be awarded \$500,000 from the appropriate funding category plus be eligible for up to an additional \$200,000 for the homeless unit set aside.

CDBG applications must meet one of the national objectives of benefiting low and moderate-income persons, or the prevention/removal of slum and blight. The application must either have income eligibility requirements or the project must be located in a Neighborhood Revitalization Strategy Area (NRSA) or an eligible block group for area benefit activities.

All applications for HOME, ESG and CDBG funds are subject to the FY 2007 new policies and regulations approved by the Board of County Commissioners as described in the attached document (See page 8), including but not limited to the mandatory pre-consultation meeting with staff and the need to meet the priority needs identified in the County's FY 2003-2007 Consolidated Plan.

ESTIMATED FY 2007 FUNDING AMOUNTS BY FUNDING SOURCE

PROGRAM	FUNDING AMOUNT IN FY 06 IN \$	FUNDING AMOUNT IN FY 07 IN \$
Community Development Block Grant (CDBG)	18,730,782	17,794,243
CDBG Program Income	707,403	400,000
Emergency Shelter Grant (ESG)	861,949	862,000
Prior Year CDBG*	0	500,000
Home Investment Partnership (HOME)/ HOME CDBG	6,706,048	6,208,000
HOME Program Income	1,098,819	900,000
Prior Year HOME**	0	2,000,000
American Dream Down payment Initiative	88,078	79,270
Housing Development Assistance Program Income (HODAG)	4,660,672	2,696,672
Rental Rehabilitation Program Income (RR)	1,558,849	1,358,849
State Housing Initiative Program (SHIP)	1,892,315	6,300,000
Documentary Surtax Program (SURTAX)	25,789,850	36,300,000
TOTAL	62,094,765	75,399,034

*Includes recaptured CDBG funds from prior years

**Includes recaptured HOME funds from prior years

NEW POLICIES FOR FY 2007 RFA SUBMISSION

- ♦ The “Must” Policy is being amended. Previously all applicants for funding were required to give presentations at community meetings. Under the new proposed policy, only agencies requesting funding for new activities will be required to make presentations. Agencies with currently funded activities will be required to give periodic updates of their activities to the neighborhood advisory committees.
- ♦ OCED is recommending a \$10,000 minimum threshold per allocation, due to the complexity of monitoring and managing each contract, CDBG funds should be used as gap financing for agencies that may be unable to receive conventional financing to make their projects feasible.
- ♦ Agencies funded under Housing and Capital Improvement activities must initiate loan closings within one year of the execution of their contract. A funded agency must provide proof that they have initiated a loan closing within the required one-year time period and within that time span has secured the balance of the funding from non-County outside funding sources. If these conditions are not met, the County Manager shall have the authority to recommend to the BCC a recapture and reallocation of these funds to other eligible activities.
- ♦ To encourage the preservation of existing affordable housing stock, the County has, according to US HUD guidelines, two options for controlling the resale of the homebuyer property during the affordability period.
 - The recapture option: This is a mechanism to recapture all or a portion of the direct HOME subsidy if the HOME recipient decides to sell the house within the affordability period at whatever price the market will bear.
 - The resale option: This option ensures that the HOME assisted unit remains affordable over the entire affordability period. If a unit is designated affordable and it is sold during the affordability period, the sale must be to a low-income family meeting the HOME program definition.

Staff recommends the following language be included in all affordable housing contracts:

Upon sale of an assisted Property within the affordability period, the homeowner will pay to Miami-Dade County the principal amount of the Loan, together with share of the appreciation in the value of the Property. Such share shall be determined by applying (I) the percentage which represents the ratio of the original principal amount of the Loan to the original unsubsidized sales price (i.e. the gross purchase price) in the connection with the purchase of the Property (The “Principal to Original Sales Price Ratio”) to (II) the amount if any, by which the sales price upon transfer of the Property exceeds such original sales price. If the Loan is not evidenced by funds but a benefit conferred by the Lender (Miami-Dade County) or other public agency on the seller of the Property, and the homeowner is not in default under the Note or the Subordinate Security Instrument, the share of appreciation due the Lender herein shall be reduced by sum of (a) the amount of any cash down payment for the purchase of the Property, (b) the homeowner’s reasonable and customary costs of sale of the Property (including any broker’s commission, and (c) the value of any

documented, permanent improvements to the Property that are in compliance with any applicable requirements established by the Lender.

- ♦ OCED will provide increased project management and technical assistance through Community Development Division staff for activities funded through CDBG, HOME and HODAG. The cost of such assistance will be charged to the activities budget. All Capital and Housing project budgets will be charged costs associated with Environmental and Historic Preservation Reviews.
- ♦ OCED will be authorized to re-structure its community consultation with Neighborhood Revitalization Strategy Areas (NRSAs) to allow for a more efficient and effective process.
- ♦ Currently, US HUD guidelines allow Miami Dade County to use 20 percent of the annual entitlement for the administration of the program and allocate 80 percent towards projects/agencies. On May 25, 2001 the BCC adopted policy to reflect 30 percent of the 80 percent to be set aside for County Departments. This 30 percent was not tied to performance. It is now recommended to amend the policy of reimbursing County Departments for work performed based on pre-established performance measures.
- ♦ On June 22, 2004, through Resolution R-805-04, the BCC approved a Commission District fund of \$200,000 and a \$100,000 reserve fund for each Neighborhood Revitalization Strategy Area Advisory Committees from CDBG. If a housing-related project is recommended for funding from this pool, staff recommends that this policy be amended to allow the County Manager to swap CDBG funds with HOME, HODAG and Rental Rehabilitation funding sources when necessary to address high priority housing needs, as per U.S.HUD guidelines.
- ♦ Currently applicants for new Housing and Capital Improvement projects are required to attend a technical assistance pre-consultation meeting with Community Development Division staff. This policy is being amended to include Economic Development applications. No Housing, Capital Improvement or Economic Development applications will be accepted without a pre-consultation meeting. It is important to note that attendance at a pre-consultation meeting does not guarantee funding.
- ♦ Pursuant to CDBG guidelines, three contiguous eligible block groups (59.021, 59.022, and 59.031) located in Coral Terrace, are recommended for recognition as a NRSA in accordance with the Miami Dade Consolidated Plan.
- ♦ OCED will be authorized to begin negotiations with U.S.HUD to amend the current fiscal year (January 1 through December 31) to October 1 through September 30, coinciding with the County's fiscal year. It is anticipated that the process for requesting and obtaining HUD approval for this change, will take approximately one year. Therefore, the implementation of the new fiscal year (FY 2007) is expected to begin in October 1, 2007.
- ♦ In FY 2006, the BCC approved a policy and funded Public Service agencies for three years. This policy is being amended because U.S. HUD guidelines dictate agencies identified as Community Based Development Organizations, (CBDOs) can be exempt from the required Public Service Cap. The amount of CDBG funds important to note that attendance at a pre-consultation meeting does not guarantee funding.

- ♦ Pursuant to CDBG guidelines, three contiguous eligible block groups (59.021, 59.022, and 59.031) located in Coral Terrace, are recommended for recognition as a NRSA in accordance with the Miami Dade Consolidated Plan.
- ♦ OCED will be authorized to begin negotiations with U.S.HUD to amend the current fiscal year (January 1 through December 31) to October 1 through September 30, coinciding with the County's fiscal year. It is anticipated that the process for requesting and obtaining HUD approval for this change, will take approximately one year. Therefore, the implementation of the new fiscal year (FY 2007) is expected to begin in October 1, 2007.
- ♦ In FY 2006, the BCC approved a policy and funded Public Service agencies for three years. This policy is being amended because U.S. HUD guidelines dictate agencies identified as Community Based Development Organizations, (CBDOs) can be exempt from the required Public Service Cap. The amount of CDBG funds obligated within a program year to support public service activities under this category may not exceed 15 percent of the total grant awarded to the grantee-(Miami Dade County) for that year plus 15 percent of the total program income it received in the preceding program year. However public service activities carried out by a CBDO serving residents of NRSAs are exempt from the public service cap. Non-county public service agencies located in entitlement cities and outside of the NRSA areas must be eligible CBDOs by October 1, 2006 or risk reduction in their funding or lose total funding.
- ♦ OCED will not consider for funding any activity that has not secured a minimum of \$25,000 in outside funding sources to support its operations. This action will impact the Public Service projects when they are considered for funding in FY 2009. The implementing agency for the activity must submit with its Request for Application (RFA) documentation that confirms that the outside funding has been secured.

INSTRUCTIONS AND SUBMISSION GUIDELINES

- The application coversheet, only, needs to adhere to the following color codes:
 - CDBG/ESG-White
 - HOME-Green
 - SHIP-Green
 - SURTAX-Green

Example: If you are submitting a SURTAX application, you would copy the application coversheet on green paper, items such as maps and letters of commitment etc. can be submitted on white paper.

- All agencies applying for economic development, capital improvement, housing or historic preservation projects and activities under CDBG funding should complete the **General Section** and the **appropriate sub-section**. You must submit both the General Section and the appropriate sub-section for each funding request.
- All agencies applying for Home Investment Partnership (HOME), Documentary Surtax (SURTAX), State Housing Initiatives Partnership (SHIP), or Emergency Shelter Grant (ESG) funding should complete the **General Section** and **the appropriate forms in HOME, SHIP and Surtax application booklet HOME and HOME CHDO applicants must also fill out the General Section and the Housing Sub-Section.**
- Applicants for **Non-Housing or HOME CHDO Operating Support** funds need to complete the non-housing application forms designated in the Housing Submission Checklist in **HOME, SHIP and SURTAX Application booklet**.
- All agencies applying for Homeless Housing projects and activities should complete the **General Section** and **the forms in the CDBG/ESG application booklet**
- All Applicants must submit the **Application Cover Sheet** as the **first page** of each application and the **Activity Application Submission Form**.
- **New applicants MUST make a three to five minute presentation** in the district the project is located in. These presentations must be made in July, August, September and October 2006. Schedules for these meetings are included in this application. **No presentations will be permitted after October 31, 2006.** The **Activity Summary for Presentation to Community Advisory Committees** form must be submitted in advance for the purpose of scheduling presentations at community meetings. **You will not be allowed to make an unscheduled presentation.** The completed "Activity Summary Form" on each proposed FY 2007 Activity must be submitted to Zafar Ahmed, Director, Community Development Division at least one (1) week before of the selected meetings.
- All Applicants must submit one (1) original and three (3) copies of the application in 3-ring binders. **Applications must be in separate binders. Do not submit more than one activity per binder.** The original application must be submitted in a **separate color three ring binder**, with the word "ORIGINAL" written on the outside of the binder and each copy (3) must be submitted in separate 3-ring binders, with the name of the agency, list of proposed activities and funding sources requested on the outside of each binder. **ALL**

Originals and copies of applications must have all required documents. Please do not exclude any document from any copy.

- Applications not submitted in three (3) ring binders will not be accepted. No pages are to be stapled or clipped.
- All proposals must be submitted in the legal name of the corporation or agency.
- All applicants must provide Employer Identification Number (EIN/Federal Identification Number) on the application.
- Applicants for **Non-Housing or HOME CHDO Operating Support** funds need to complete the non-housing application forms designated in the Housing Submission Checklist in **HOME, SHIP and SURTAX Application Booklet**
- Applicants submitting more than five (5) applications for CDBG will be awarded negative points for all the applications submitted.
- Applications submitted after the deadline of Monday August 7th, 2006- 12 NOON will not be accepted.
- Faxed or electronic applications will not be accepted.
- Proposals must comply with requirements of this RFA. Proposals that are incomplete, lack required documents or have deficiencies and errors will be rejected.
- No changes or additions to the proposals will be accepted once the application has been submitted.
- Applications will not be accepted anywhere other than as noted below.
- The Board of County Commissioners reserves the right to waive any informality in, or to reject, any and all such applications.
- Miami-Dade County will not fund an entity with outstanding disallowed costs, defaulted loans, debarment actions or any other legal encumbrances regardless of the merits of the submitted proposal.
- Miami-Dade County reserves the right to create partnerships to provide services in an area or enhance the effectiveness of program delivery, should the County determine such action is in the best interest of the County and the community being served.

This application process will not entertain applications to address the third national objective of addressing an urgent need. This RFA is also not soliciting applications for proposals for Revolving Loan Programs, Commercial Revitalization Program, Project Management or Micro-Enterprise and Peer LENDING PROGRAMS. These activities will be continued through solicitation of a separate RFQ or allocation of funding for FY 2007 to current service providers.

Questions on this application may be made to:

- Brian Gillis (CDBG and ESG) at (305) 375-3416,
- Willie Ballard (HOME, SHIP and Surtax) at (305) 860-5523
- Julie Edwards (Homeless Trust) at (305) 375-5739.

Applications should be labeled as directed below:

**Mr. Harvey Ruvlin
Clerk of the Board of County Commissioners
17th Floor, Miami-Dade Center
111 N.W. First Street
Miami, Florida 33128**

**Attention: Silvia M. Unzueta, Acting Director
Office of Community and Economic Development**

**Applications may be brought to the Clerks Office from
July 6, 2006 to August 4, 2005 from 8:30am-4:00pm**

**On Monday, August 7th, 2006 applications can
ONLY BE DELIVERED TO:**

**Miami-Dade Housing Agency's New Board Room
1401 N.W. 7 TH STREET (Located in the rear of the property near the River)**

NO LATER THAN 12 NOON

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SCHEDULE*

- Application will be available on Thursday **July 6th, 2006.**
- Three Technical Assistance workshops will be held:
 - Wednesday, July 12, 2006, from 10:00 a.m. to 2:00 p.m. at the South Dade Government Center, 10710 S.W. 211 Street, Room 203, Miami, Florida
 - Thursday, July 13, 2006 from 10:00 a.m. to noon at the Joseph Caleb Center, 5400 N.W. 22nd Avenue, Room 110, Miami, Florida; and
 - Thursday, July 20, 2006 from 10:00 a.m. to 2:00 p.m., at the Miami-Dade Board of County commissioners Chamber, 111 N.W. 1st Street, Miami, Florida.
- **The Application submission deadline is Noon, August 7th, 2006. Prior to August 7th, 2006** applications must be delivered to the Clerk of the Board of County Commissioners on the 17th floor, Miami-Dade Center, 111 NW 1st Street, Miami, Florida.
- **On Monday August 7th, 2006 between 9:00 a.m. and the deadline of 12:00 p.m. all applications must be delivered to the** Miami-Dade Housing Agency's New Board Room at 1401 N.W. 7th Street located in the rear of the property near the River.
- Applicants must make a presentation to community residents they propose to serve in July, August, September or October 2006.
- From August to October 2006, OCED, Homeless Trust and the Miami-Dade Housing Agency staff will review all applications and consult with the appropriate committees of the Board of County Commissioners and/or any appropriate official Board, Task Force or Advisory Council.
- The draft of the FY 2007 Action Plan will be available for review in September 2006 (specific date to be determined).
- A Public Hearing and Board of County Commission approval of the Proposed FY 2007 Action Plan is tentatively scheduled to be held in September 2006 during the Community Empowerment and Economic Revitalization Committee (CEERC) meeting, at the 2nd floor, Stephen P. Clark Center, Commission Chambers at a time yet to be determined.
- The FY 2007 Action Plan will be submitted to U.S. HUD not later than November 15, 2006.
- Contract period will begin January 1, 2007. Depending on the scope of work, multi-year contracts may be considered.
- For additional information on the Planning Process, see the Consolidated Planning Process, RFA Flow Chart following in this section.

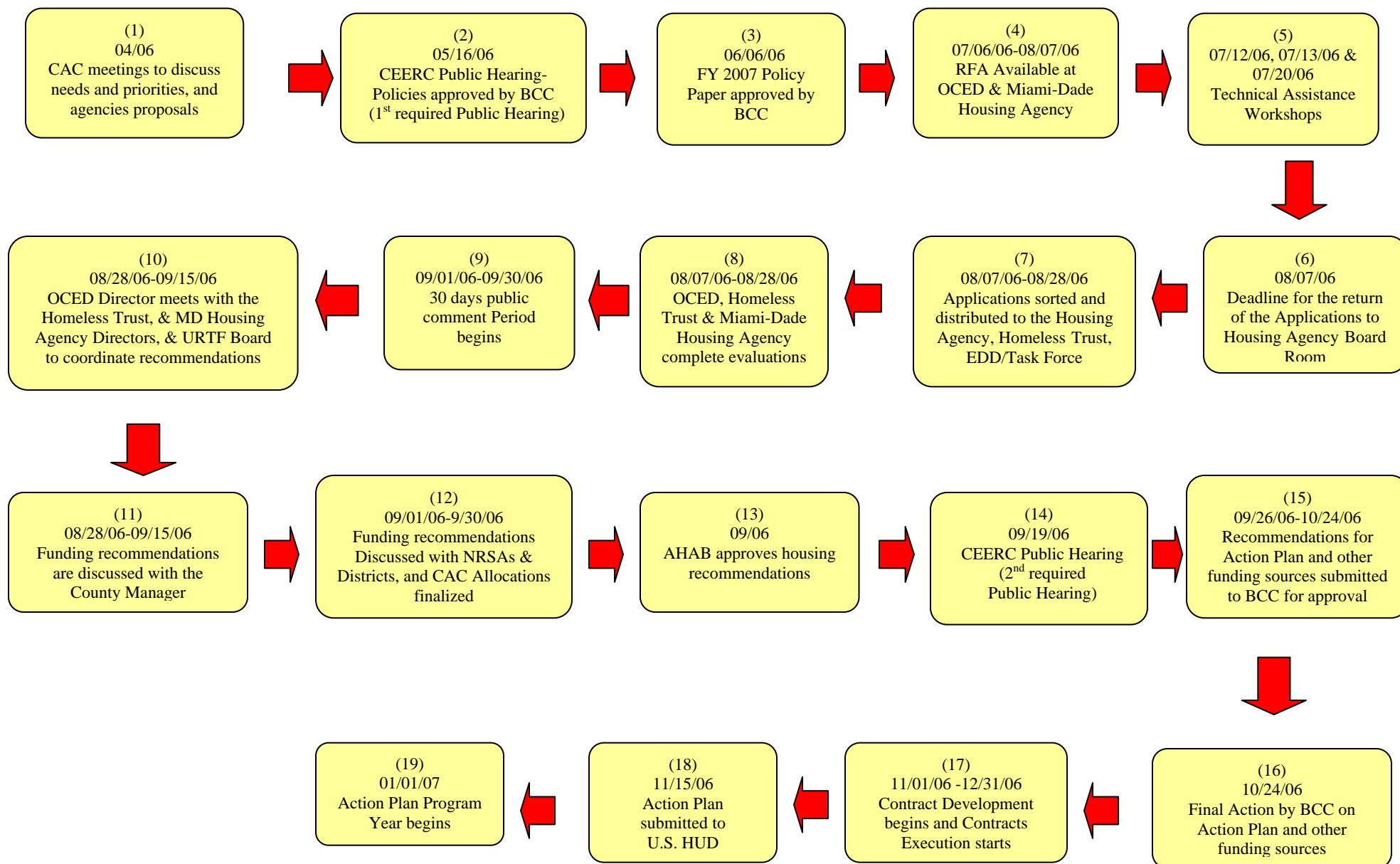
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<p align="center">MD OCED COMMUNITY ADVISORY COMMITTEE MEETING CALENDAR RFA FY 2007</p>
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1st Tuesday of every month			
MELROSE - District 2			
MDTA Auditorium			
3300 NW 32 Ave			
6:30 PM			
2nd Monday of every month		2nd Wednesday of every month	
LEISURE CITY- District 8		GOULDS- District 9	
Naranja CAA Community Center		Issac A. Withers Community Enrichment Center	
13955 SW 264 Avenue		21300 SW 122 Ave	
6:30 PM		7:00 PM	
3rd Monday of every month			3rd Thursday of every month
EAST LITTLE HAVANA -Districts 4 & 5			WEST LITTLE RIVER- District 2
CAA Building,			Arcola Lakes Park
858 W. Flagler ST			1301 NW 83 ST
6:00 PM			7:00 PM
SOUTH MIAMI - Districts 6 & 7			PERRINE- District 9
HUD Senior Center			Perrine CAA
6701 SW 62 Ave			17801 Homestead Ave
7:00 PM			7:00PM
		4th Wednesday of every month	4th Thursday of every month
		MODEL CITY - District 3	OPA-LOCKA- Districts 1 & 13
		Joseph Caleb Center #110,	Job Corps
		5400 NW 22 Ave	3050 NW 183rd ST
		7:00 PM	6:30 PM
		NORTH MIAMI BEACH - District 4	
		North Miami Beach McDonald Center	
		17011 NE 19th Ave	
		6:30 PM	
		SWEETWATER - Districts 10,11 & 12	
		Sweetwater City Hall	
		500 SW 109 Ave	
		6:30 PM	

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FY 2007 CONSOLIDATED PLANNING PROCESS RFA FLOW CHART



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APPLICATION COVER SHEET				
FY 2007 REQUEST FOR APPLICATIONS CONSOLIDATED PLAN COMMUNITY DEVELOPMENT BLOCK				
AGENCY/APPLICANT NAME:				
AGENCY ADDRESS:				
AUTHORIZED REPRESENTATIVE:				
TELEPHONE NUMBER:				
List each activity for which you are requesting funds in the table below. Please indicate which funding source				
ACTIVITY TITLE	AMOUNT REQUESTED	FUNDING SOURCE	CONTACT PERSON	PHONE NUMBER
CDBG Activities:		CDBG		
SUBTOTAL CDBG FUNDS				
HOME Activities:		HOME		
SUBTOTAL HOME FUNDS				
SURTAX Activities:		SURTAX		
SUBTOTAL SURTAX FUNDS				
SHIP ACTIVITIES:		SHIP		
SUBTOTAL SHIP FUNDS				
ESG ACTIVITIES:		EMERGENCY SHELTER GRANT (ESG)		
SUBTOTAL SHIP FUNDS				
TOTAL FUNDS REQUESTED	\$			

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**MIAMI-DADE OCED FY 2007
ACTIVITY SUMMARY FOR PRESENTATION TO
COMMUNITY ADVISORY COMMITTEES**

Please submit one (1) form for each proposed activity.

AGENCY NAME:

CONTRACT PERSON (NAME AND TITLE):

TELEPHONE NUMBER: FAX NUMBER: E. MAIL:

APPLICANT ADDRESS:

ACTIVITY TITLE:

TYPE OF ACTIVITY:

- ☐ HOUSING
- ☐ HISTORIC PRESERVATION
- ☐ ECONOMIC DEVELOPMENT
- ☐ CAPITAL IMPROVEMENT

LOCATION OF ACTIVITY (ADDRESS OR FOLIO NUMBER):

CITY: ZIP:

ACTIVITY DESCRIPTION:

.....

.....

.....

.....

.....

.....

.....

LIST THE COMMISSION DISTRICTS THE ACTIVITY WILL SERVE (1 thru 13):

LIST THE FUNDING SOURCES:

- ☐ CDBG
- ☐ HOME
- ☐ SHIP
- ☐ SURTAX
- ☐ ESG

AMOUNT OF FUNDS REQUESTED FOR FY 2006:

TOTAL PROJECT COST:

The form must be completed for each proposed activity and returned c/o Zafar Ahmed, Director CD Division at OCED, fax (305) 372-6304

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AFFIDAVIT OF ORGANIZATIONAL CONSISTENCY

By completing this document, the contractor certifies the following:

- The firm cited on this form is currently funded through the Consolidated Plan Application Process for the Community Development Block Grant (CDBG), HOME Program, Emergency Shelter Grant (ESG), SHIP or SURTAX through Miami-Dade County.
- The firm's organizational status – as it pertains to the structure of its Board of Directors, its contractual relationships with other businesses, its operations of its projects funded through the sources mentioned above, and the statements affirmed on the affidavits submitted to Miami Dade County during FY 20__ -- has remained unchanged.
- The organization further affirms that it will notify Miami-Dade County's Office of Community and Economic Development to report any changes in the status of the items mentioned above that occur after the execution of this affidavit and that it will complete all required documents to formally report such modifications.
- The failure by the contractor to comply with the items mentioned above shall render any contract or funding application between the contractor and Miami-Dade County void and result in the debarment from future County work. The Inspector General shall be authorized to investigate such alleged violations.

By: _____ 20____
Signature of Affiant Date

Printed Name and Title of Affiant Federal Employer Identification Number

Printed Name of Firm

Address of Firm

SUBSCRIBED AND SWORN TO (of affirmed) before me this ____ day of ____, 20____

He/She is personally known to me or has presented _____ as identification.
Type of Identification

Signature of Notary Serial Number

Printed or Stamped Name of Notary Expiration Date

Notary Public, State of _____

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APPLICATION FORMS

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RFA FY 2007 APPLICATION
ALL INFORMATION IS REQUIRED TO BE CONSIDERED FOR AWARD

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR PLANNER FOR TECHNICAL ASSISTANCE

EMPLOYEE IDENTIFICATION #

1. What is the LEGAL NAME of the Agency or Developer?

(Acceptable documentation: Business License, Corporation Documents, Certificate of Good Standing, OCED's Required Document Affidavit or IRS Forms 990, 1120 & 1120 (s))

2. Organization Type (Please select one)

(Acceptable documentation: IRS certification or Corporation certification, Board Resolution or Partnership Agreement)

- | | | |
|--|--|--|
| <input type="checkbox"/> Community Based Development Organization (CBDO) | <input type="checkbox"/> Community Development Corporation (CDC) | |
| <input type="checkbox"/> Joint Venture | <input type="checkbox"/> Non-Profit Organization/CBO | <input type="checkbox"/> County Department |
| <input type="checkbox"/> Developer- Non-Profit | <input type="checkbox"/> Developer- For Profit | <input type="checkbox"/> For-Profit Business |
| <input type="checkbox"/> Public Service Provider – Non Profit | <input type="checkbox"/> Public Service Provider- For Profit | <input type="checkbox"/> Municipality |
| <input type="checkbox"/> Community Housing Development Organization (CHDO) | | <input type="checkbox"/> Other |

3. Agency or Developer Address (if you are a partnership, you must submit this information for all partners, please use another piece of paper and include this as part of Attachment A)

Street Address: _____

City/State/Zip: _____

4. Agency or Developer Contact Person/Title/Phone Number/Fax Number/Email (if you are a partnership, you must submit this information for all partners, please use another piece of paper and include this as part of Attachment A)

Contact Person/Title: _____

Phone: _____ Fax _____ Email: _____

5. Activity Title: _____
(Note: If this is a currently funded activity and you are requesting funding from the same funding source, the title must be the same as currently contracted.)

6. Provide an Abbreviated Activity Description: (no more than 250 characters)

Example of a good abbreviated description: *(Provision of job development workshops and job placement services to 280 low-to-moderate income persons in Westchester, Fountainbleau and West Miami. Office located at 243 Main Street in District 10.)*

GENERAL SECTION

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7. **Provide a Full, Detailed Activity Description** Please include, as Attachment A, a full activity description, limited to one page typed. The description shall include, at the minimum, *who* you are serving, *how* many you are serving, *what* types of services you will be providing, *where* your activities are located, *when* are these services provided and *how* services are administered.

8. **What funding source are you applying for and in what category?** (Select only one in each source/category)

- ☐ CDBG ☐ ESG ☐ HOME ☐ HOME CHDO ☐ SHIP ☐ SURTAX
☐ Capital Improvement ☐ Economic Development ☐ Housing ☐ Historic Preservation

(Note: There must be a separate application for each funding source, for example please do not select HOME and HOME CHDO on one application)

9. **For this application, how much funding are you requesting?** _____

10. **If currently funded for this activity, how much funding did you receive in 2006?** \$ _____

(Note: You are only considered currently funded if you are requesting funds from the same source as award for the same activity) (Please mark N/A if you did not receive funding.) Verification of award will be checked via a BCC Resolution, an OCED Award Letter or an OCED executed contract.

11. **Please provide EACH of the following documentation, which must adhere to the formats, provided in Part II, Attachments 19 & 20.**

- ☐ An overall agency budget (from all funding sources)
☐ A detailed activity budget
☐ A detailed activity scope of work, broken down into four (4) quarters

12. **What is the TOTAL project cost?** \$ _____

(Acceptable documentation: Full, detailed project scope and budget, see Part II, Attachments 19 & 20 for appropriate samples.)

13. **Has this activity secured documented funding from other sources?** (add additional sheets if needed)

From Where?	How Much?
	\$
	\$
	\$
	\$

(Acceptable documentation: Award letters, signed affidavits if from agency's own resources, letters of commitment that are not contingent upon award or municipal resolutions)

_____ 0-49% (0 pt.)

_____ 50-79% (2 pts.)

_____ 80-100% (4 pts.)

14. **What is the primary activity address (or where the project is located)?** (If there are multiple activity addresses, you must submit this information for all locations. Please use another piece of paper and include this as part of Attachment A) P.O. Boxes are not acceptable; a physical activity location must be given.

STREET: _____

CITY/STATE/ZIP: _____

CENSUS TRACK & CENSUS BLOCK NUMBER: _____

(Census information can be obtained through www.census.gov, Select American Fact Finder, Select Street Address, Type in the activity address, Press Go and your information will come up in a box underneath your address.)

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If there are multiple addresses or vacant lots, (such as a housing development) please provide crossroads information: _____

15. Where is your activity located? Please select only one answer, in one category. Please do not select in multiple categories:

ENTITLEMENT CITY or FL SMALL CITY

- | | | | |
|--|--|---|------------------------------|
| <input type="checkbox"/> City of Miami | <input type="checkbox"/> City of Hialeah | <input type="checkbox"/> City of Homestead | <input type="checkbox"/> N/A |
| <input type="checkbox"/> City of North Miami | <input type="checkbox"/> City of Miami Beach | <input type="checkbox"/> City of Florida City | |

PARTICIPATING MUNICIPALITY

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> City of Sweetwater | <input type="checkbox"/> City of Opa Locka | <input type="checkbox"/> City of Hialeah Gardens | <input type="checkbox"/> Village of El Portal |
| <input type="checkbox"/> City of North Miami Beach | <input type="checkbox"/> City of South Miami | <input type="checkbox"/> N/A | |

16. Is your activity located in a Neighborhood Revitalization Strategy Area (NRSA)? (4 pts.)

(Information can be obtained by looking at the NRSA maps in Part II, Attachment 21.) (Please note: If you receive funding client rolls will be monitored.)

- ☐ Yes ☐ No

17. If yes, which one? (Check all that apply)

- | | | | |
|------------------------------------|--------------------------------------|--|---|
| <input type="checkbox"/> Opa-Locka | <input type="checkbox"/> Model City | <input type="checkbox"/> West Little River | <input type="checkbox"/> N/A |
| <input type="checkbox"/> Melrose | <input type="checkbox"/> South Miami | <input type="checkbox"/> Perrine | <input type="checkbox"/> Leisure City/Naranja/Princeton |
| <input type="checkbox"/> Goulds | <input type="checkbox"/> Sweetwater | <input type="checkbox"/> Kendall West | |

18. Does your activity serve at least 51% of NRSA and/or eligible block group residents? (2 pts.)

(Information can be obtained by looking at the NRSA maps in Part II, Attachment 21) (Please note: If you receive funding, client rolls will be monitored.)

- ☐ Yes ☐ No

19. Are you located within a Federal Empowerment Zone? (1 pt.) ☐ Yes ☐ No

(Information can be obtained by going to <http://gisims.miamidade.gov/scripts/esrimap.dll?name=CountyServices&Cmd=Map>) and entering in your activity location. Acceptable documentation: Print out of the information obtained via the above website.)

20. If yes, which one?

- | | | |
|---|--|---|
| <input type="checkbox"/> Northside/Poinciana (Developable Site) | <input type="checkbox"/> Opa-Locka(Developable Site) | <input type="checkbox"/> Homestead/FL City (Developable Site) |
| <input type="checkbox"/> Little Havana (Neighborhood) | <input type="checkbox"/> Homestead (Neighborhood) | <input type="checkbox"/> Civic Center/Allapattah (Neighborhood) |
| <input type="checkbox"/> Liberty City (Neighborhood) | <input type="checkbox"/> Melrose (Neighborhood) | <input type="checkbox"/> Overtown (Neighborhood) |
| <input type="checkbox"/> Airport | <input type="checkbox"/> East/West Corridor | <input type="checkbox"/> Central Business District & Seaport |

21. What County Commission District(s) is/are your activity located in or where your clients come from?

Please circle all that apply. (Information can be obtained by going to <http://gisims.miamidade.gov/scripts/esrimap.dll?name=CountyServices&Cmd=Map> and entering in your activity location)

1 2 3 4 5 6 7 8 9 10 11 12 13 County Wide

22. Does your activity serve Public Housing residents? (1 pt.) ☐ Yes ☐ No

(Please note: If you receive funding, client rolls will be monitored.)

23. If yes, which one? Name of housing complex: _____
Street Address/City/Zip _____

(Information for each of the four questions below (24-27) can be found by referring to Part I, page 55- Note: These questions only apply to those seeking CDBG funding)

24. HUD Matrix Code: _____

25. HUD Activity Type: _____

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26. National Citation: _____

27. National Objective: _____

28. What type and how many accomplishment units are you proposing to serve with this funding request?

(Please select only one type)

☐ People ☐ Households ☐ Businesses ☐ Organizations ☐ Housing Units ☐ Public ☐ Facility ☐ Jobs

How many? _____

29. What priority need does your activity meet? (Please select one.)

☐ Public Services ☐ Housing ☐ Public Facility
☐ Homelessness & HIV/AIDS ☐ Special Needs/ Non Homeless ☐ Anti-Crime Program
☐ Senior Program ☐ Youth Program ☐ Economic Development
☐ Infrastructure ☐ Other _____

30. Does your activity provide services to any of the following? Please select **ONLY** those where the **MAJORITY** of your resources are allocated. (Please note: If you receive funding, client rolls will be monitored.) (1 pt. each)

☐ Help the Homeless (must be a specific program that strictly deals with the Homeless)
☐ Help Persons with Disabilities ☐ Help the Elderly ☐ Help Wages Participants
☐ Help Prevent Homelessness ☐ Help Youth at Risk ☐ Help Public/Assisted Housing Residents
☐ Help Farmworkers/Seasonal Labor ☐ Help persons with HIV/AIDS
☐ Extremely low-income block groups (which are less than 30% of the HUD's County's median family income of \$55,900)

31. Does this activity address a NRSA priority need or a goal/objective indicated in a community charrette plan? (2 pts.) (Acceptable documentation includes: A copy of the needs, as found in Part II, Attachment 2 or a copy of the charrette section which highlights that need; [Executive Summaries of the charrettes funded through OCED can be found on <http://www.miamidade.gov/ced/>])

☐ Yes ☐ No

32. If currently funded by OCED, has the agency submitted its progress reports and met its contractual requirements in a timely manner?

☐ Not previously funded, question does not apply (0 pt.)
☐ Submitted all required reports and met all performance objectives (4 pts.)
☐ Submitted no reports (-4 pts.)
☐ Submitted one or more reports but has not met the performance objectives (-4 pts.)
☐ Submitted one or more reports but has unresolved monitoring findings (-4 pts.)

33. Has the agency submitted an acceptable prior year external audit report and resolved any audit findings?

☐ Not previously funded, question does not apply (0 pt.)
☐ Submitted all required audits with any findings resolved (4 pts.)
☐ Submitted an audit report but has audit findings unresolved (-4 pts.)
☐ Submitted no audit report (-4 pts.)

34. What are the proposed percentage goals for the utilization of small and minority businesses/vendors by this activity? (Acceptable documentation includes: procurement policies, documentation of prior business relationships or actual contracts for service, which will also be reviewed at time of monitoring)

_____ 50% and above Small/Minority Contractors (2 pts.)
 _____ 1% to 49% Small/Minority Contractors (1 pt.)
 _____ 0% Small/Minority Contractors (0 pt.)

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QUESTIONS 35-44 are for NON-PROFITS ONLY
FOR-PROFIT APPLICANTS SKIP TO QUESTION 45

FOR THE FOLLOWING 10 QUESTIONS, (35-44) PLEASE TAB EACH PART OF THE DOCUMENT WITH THE CORRESPONDING QUESTIONS THAT TAB IS ADDRESSING AND HIGHLIGHT THE APPROPRIATE SECTION.

FOR EXAMPLE, FOR ANY QUESTION THAT STATES BY-LAWS ARE AN ACCEPTABLE SOURCE OF DOCUMENTATION, YOU ONLY NEED TO SUPPLY ONE SET OF BY-LAWS WITH EACH QUESTION APPROPRIATELY TABBED AND HIGHLIGHTED TO DENOTE THE ANSWER TO THAT PARTICULAR QUESTION.

35. Is the agency organized under state law to engage in community development activities in a specific geographic area within the community? (1 pt.) (Acceptable documentation: Articles of Incorporation or By-Laws)

☐ Yes ☐ No

36. Has there been a tax exemption ruling from the Internal Revenue Service (IRS) under Section 501 (c)(3) or (4) of the IRS Code of 1986? (1 pt.) (Acceptable documentation: current Tax Exempt Status Letter or letter of application to the IRS)

☐ Yes ☐ No

37. Does your agency have, among its purposes, the improvement of the physical, social, or economic environment of its service area by addressing one or more critical problems in the area, with particular attention to the needs of low-moderate income persons. (1 pt.) (Acceptable documentation: Articles of Incorporation or By-Laws)

☐ Yes ☐ No

38. Does your agency have a history of service to the community within a neighborhood revitalization strategy area and has community services, economic development, or energy conservation projects? (1 pt.)

(Acceptable documentation: A statement that documents the length of time the organization has had experience in serving the community or for newly created organizations formed by local churches, service or community organizations, or a statement that documents the length of time that its parent organization has experience in serving the community.)

☐ Yes ☐ No

39. Does your agency currently provide services that increase opportunities for low-moderate income persons? (1 pt.) (Acceptable documentation: Program Materials, Marketing, Annual Reports, Brochures or other sources, such as news articles, letters of recognition or awards.)

☐ Yes ☐ No

40. Does your agency have the technical capacity for carrying out the activities? (4 pts.)

(Acceptable documentation: Resumes and/or statements that describe the experience of key staff members who have successfully completed projects, Contract(s) with consultant firms, non-profit organizations or individuals who possess program knowledge or experience carrying out projects to be assisted, to train appropriate key staff of the organization.)

☐ Yes ☐ No

GENERAL SECTION

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41. Does your agency conform to “standards for Financial Management Systems”? (4 pts.)

(Acceptable documentation: Audited Financial Statement, certification from a Certified Public Accountant, A notarized statement by the President or Chief Financial Officer of the organization or an accounting/internal control procedures manual.)

☐ Yes

☐ No

42. Does your Agency maintain accountability to residents or target population through representation on its governing board or some other means? (1 pt.) *(Acceptable documentation: Articles of Incorporation or By-Laws)*

☐ Yes

☐ No

43. Does your agency act as an agency or instrumentality of a unit of state or local government and no more that one-third of the board is elected or appointed public officials or employees of state or local government?(1 pt.) *(Acceptable documentation: Articles of Incorporation, By-Laws or a List of Members of the Government Board with addresses)*

☐ Yes

☐ No

44. Is the Governing body nominated by the general membership of the organization? (1 pt.)

(Acceptable documentation: Articles of Incorporation or By-Laws)

☐ Yes

☐ No

=====

QUESTIONS 45-48 ARE FOR FOR-PROFIT ENTITIES ONLY

45. Has a Proforma budget been prepared for the activity showing the debt equity and grant request/award financing structure? (4 pts.) *(Acceptable documentation: Proforma budget)*

☐ Yes

☐ No

46. Does your organization have audited financial statements from the last three (3) years? (4 pts.)

(Acceptable documentation: A notarized statement by the President or Chief Financial Officer of the organization attesting to the structures used and a copy of the latest financial audit.)

☐ Yes

☐ No

47. Does your organization have the technical capacity for carrying out the activities? (4 pts.)

(Acceptable documentation: Resumes and/or statements that describe the experience of key staff members who have successfully completed projects, Contract(s) with consultant firms, non-profit organizations or individuals who possess program knowledge or experience carrying out projects to be assisted, to train appropriate key staff of the organization.)

☐ Yes

☐ No

48. Does your organization conform to “standards for Financial Management Systems”? (4 pts.)

(Acceptable documentation: Audited Financial Statement, Certification from a Certified Public Accountant, A notarized statement by the President or Chief Financial Officer of the organization or accounting/internal control procedures manual.)

☐ Yes

☐ No

=====

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49. How many applications has the agency submitted? *(Note: More than 5 applications results in a (-10) deduction in your overall score, for each application over 5.)* _____

Activity Name		Category (ex. Housing)	Amount of Request
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
TOTAL AMOUNT OF REQUESTS:			\$

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I. FORMING THE DEVELOPMENT CONCEPT

Acceptable documentation for the Forming the Development Concept section includes: Copy of deed, title, option to purchase, or lease agreement, development budget, operating budget, sales/rental forecast, sources and uses budget, funding commitment letters, organization's by-laws or articles of incorporation (if applicable), print out of each folio listed via Miami-Dade County Property Appraiser's website, and narratives for questions 6, 8 and 9.

1. Does the organization/applicant have documented site control? ☐ Yes ☐ No
(Please note that site control is mandatory and that the absence of documented site control will nullify the application for this fiscal cycle.)
2. If yes, which supportive documentation does your organization hold?
 - ☐ Title or deed (5 pts.)
 - ☐ Option to purchase (1 pt.)
3. Please list the folio numbers for this project: _____

4. Has the estimated development costs and operating budget or sales forecast been completed? (3 pts.)
 - ☐ Yes- How much financing, if applicable, is needed for pre-development costs? \$ _____
 - ☐ No
5. Have prospective/alternative funding sources been identified and secured? (3 pts.)
 - ☐ Yes ☐ No
6. Have predevelopment funds, to pay for a feasibility analysis, been acquired?
 - ☐ Yes - Attach a written description. (2 pts.)
 - ☐ No (0 pts.)
 - ☐ N/A- Feasibility analysis is complete. (2 pts.)
7. Does the project fit the organization/applicant's mission and service goal? (1 pt.)
 - ☐ Yes ☐ No
8. Does the community support this project? (1 pt.)
 - ☐ Yes - Attach a written description.
 - ☐ No
9. Will program income such as loan repayments, property sales proceeds, rental income and special assessments be created as a result of the project? (Please note that re-investment of program income is permissible into eligible activities under U.S. Department of Housing and Urban Development guidelines, however, the use of such must be approved by OCED.)
 - ☐ Yes - Attach a written description. (1 pt.)
 - ☐ No (0 pts.)
 - ☐ N/A- No program income will be generated. (1 pt.)

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II. FEASIBILITY

Acceptable documentation for the Feasibility section includes: Copies of the feasibility study, a risk assessment description, architectural designs, the Phase I environmental audit, or environmental clearance, the market study, project proforma, development team contractual agreements, variances, permits and other public approvals, and site survey (if applicable) and other descriptions as requested in questions below.

10. Have construction feasibility issues been evaluated? (1 pt.)

- ☐ Yes - Attach a written description.
☐ No

11. Is there appropriate infrastructure or access to infrastructure for this project? (1 pt.) ☐ Yes ☐ No

12. Has a risk assessment analysis been completed? (1 pt.) ☐ Yes ☐ No

13. If yes, which of the following criteria did you use? Select all that apply. (1 pt. each)

- | | |
|---|--|
| <input type="checkbox"/> Underwriting risk assessment | <input type="checkbox"/> Fund leveraging analysis |
| <input type="checkbox"/> Review of program and project results | <input type="checkbox"/> Feasibility study |
| <input type="checkbox"/> Staff and organization's capacity | <input type="checkbox"/> Affordability analysis |
| <input type="checkbox"/> Project contribution to public goals | <input type="checkbox"/> Past compliance and performance |
| <input type="checkbox"/> Quality of reporting and documentation (if applicable) | |

14. Is preliminary architectural design completed? (1 pt.) ☐ Yes ☐ No

15. Is the project development work plan completed? (1 pt.) ☐ Yes ☐ No

16. Does the organization/applicant have a current (within one-year of application) site survey? (1 pt.)

☐ Yes ☐ No

17. Has the environmental assessment report been completed? (1 pt.) ☐ Yes ☐ No

18. Is the market study complete? (1 pt.) ☐ Yes ☐ No

19. Has the public approvals strategy been initiated? (1 pt.) ☐ Yes ☐ No

20. Is the project proforma completed? (2 pts.) ☐ Yes ☐ No

21. Is the strategy for raising financing and subsidy funds completed?

- ☐ Yes - Attach a written description. (2 pts.)
☐ No (0 pt.)
☐ N/A- All financing, less this request, has been secured. (2 pts.)

22. Does the organization/applicant have contractual agreements with appropriate development team members? (2 pts.)

☐ Yes ☐ No

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III. PRE-CONSTRUCTION

Acceptable documentation for the Pre-Construction section: Copies of marketing plan, constructions specifications, commitment letters from all financing sources, bank statements, letters of award, and executed property management contract when applicable.

23. Is there an executed Property Management contract?

- ☐ Yes (1 pt.) ☐ No (0 pt.) ☐ N/A- Applicant will/does serve as Management. (1 pt.)

24. Is pre-leasing or pre-sales complete? (1 pt.)

- ☐ Yes ☐ No- if not, what percent (%) has been completed? _____

25. Are construction specifications complete? (1 pt.) ☐ Yes ☐ No

IV. PROJECT CONSTRUCTION

Acceptable documentation for the Project Construction section includes: Copies of proof of inspections by the County/City or other funding sources.

26. Is construction monitoring, by a construction manager, in place? (1 pt.) ☐ Yes ☐ No

27. Are inspections by the City/County, and funders underway or complete? (1 pt.) ☐ Yes ☐ No

28. Does the organization/applicant have disbursement policies and procedures in place? (1 pt.)

- ☐ Yes - Attach a written description.
☐ No

29. Did the organization/applicant clearly define and apply benchmarks, to measure progress and correlate disbursement, of project management costs, to project's schedules and costs, as evidenced in the proforma and scope of work required by this application? (4 pts.)

- ☐ Yes - Attach a written description.
☐ No

30. Please provide the following data for the project:

- A. Total number of units to be completed in the project: _____
- B. The number of units available for purchase by households
With income below 80% of area median income: _____
- C. Total number of units meeting Energy Star standards: _____
- D. Total number of units meeting Section 504 accessibility
Standards: _____

**END OF HOUSING
SUB-SECTION**

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NEIGHBORHOOD REVITALIZATION STRATEGY AREAS LIST AND BOUNDARIES

Opa-Locka	Commission District 1
West Little River	Commission District 2
Melrose	Commission District 2
Model City	Commission District 3
Coral Terrace	Commission District 6
South Miami	Commission District 7
Perrine	Commission District 9
Goulds	Commission District 9
Leisure City/Naranja/Princeton	Commission Districts 8 & 9
Kendall West	Commission District 11
Sweetwater	Commission District 12

Please see NRSA maps in Part II, Attachment 21, in the CD Rom provided with this application.

MD OCED NRSA BOUNDARIES

Opa-Locka Neighborhood Revitalization Strategy Area (NRSA) boundaries are irregular in shape but basically incorporate NW 151 Street to the North, NW 47th Avenue to the West, NW 17th Avenue to the East and NW 119 street to the South. The boundaries include census tracts 4.015, 4.032, 4.033, 4.034, 5.022, 5.023, 5.031, and 5.032.

Melrose NRSA boundaries are NW 35th Street on the North, NW 42nd Avenue on the West, NW 20th Street on the South and NW 27 Avenue on the East. Melrose is located exclusively in census tract 17.03

West Little River NRSA boundaries are NW 115th Street to the North from NW 17th Avenue and NW 12th Avenue; and NW 106th Street between NW 36th Avenue and NW 17th Avenue and to NW 103rd Street between NW 12th Avenue and NW 7th Avenue. The southern boundary is NW 79th Street extending from just west of NW 36th Avenue to N. Miami Avenue. The boundaries include census tracts 9.01, 9.02, 9.03, 10.03, 10.02, 10.06, 11.03, 4.08, 4.07, 10.05, 9.01.

Model City NRSA boundaries are NW 79th Street on the North, NW 7th Avenue, NW 17th Avenue and NW 18th Avenue (the City of Miami) on the East, State Road 112 on the South, and NW 37th Avenue (the City of Hialeah) on the West. The boundaries include census tracts 9.03, 10.04, 15.01, 15.02, 17.01, 17.02, 18.01, 18.02, 18.03, 19.01, 19.03, 19.04, and 23.

South Miami NRSA boundaries are on the North, SW 64 Street (Hardee Drive), on the South, Sunset Drive, on the West, SW. 62 Avenue and on the East, SW 57 Avenue. (Block Groups: 76.033, 76.034).

Coral Terrace NRSA boundaries are SW 24 Street on the South, SW 8 Street on the North, SW 67 Avenue on the East, and SW 72 Avenue on the West. (Census Tracts 59.021, 59.022, and 59.031)

Leisure City/Naranja/Princeton NRSA boundaries are as follows: the most northern boundary is SW 232nd Street, which is from SW 124th Avenue until Old Dixie when the boundary extends down Old Dixie and across SW 244th Street, up SW 137th Avenue and continues it's northern boundary on SW 240th Street until SW 147th Avenue; it's most southern boundary is SW 297th Street from Old Dixie Highway to SW 147th Avenue, up to SW 288th Street, over SW 137th Avenue; it's most eastern boundary is SW 124th Avenue, until SW 248th Street, from which the eastern boundary continues along SW 137th Street and it's most western boundary follows Old Dixie Highway from SW 297th Street until SW 147th Avenue and extends up 147th Avenue until 240th Street. These boundaries include, in whole or in part, the following block groups: 109,1 & 2; 108,1,2,3 & 9; 104,3; and 105,4.

Goulds NRSA is located in unincorporated South Dade south of Cutler Ridge, straddling US 1. It is bounded on the north by the Black Creek Canal (including the triangular Cutler Ridge Shopping Center), on the southeast by SW 224 Street and SW 112 Avenue, on the south by

SW 232 Street, and on the west by SW 127 Avenue, except for a small area between 216 Street and 224 Street where the boundary is 124 Avenue. The area includes Census Tracts 102.03, 104, 105 and 106.02.

Perrine Neighborhood Revitalization Strategy Area (NRSA) is located in unincorporated south Miami-Dade County, east of US-1 and just north of the Cutler Ridge Center. It is bounded by SW 168 Street on the north, SW 107 Avenue on the west, the C-100 Canal on the south from the Florida Turnpike to US-1, and by US-1 on the east. The area is located in Census Tracts 83.06, 83.03 and 102.06.

Kendall West NRSA boundaries are: SW 72nd Street on the north from SW 157th Avenue to SW 152nd Avenue which then follows down the first eastern boundary of SW 152nd Avenue until SW 80th Street, over to its most eastern boundary of SW 149th Avenue. The southern boundary goes from SW 88th Street from SW 149th Avenue to SW 152nd Avenue and continues up its first western boundary of SW 152nd Avenue until SW 80th Street and crosses over until it reaches its furthest western boundary of SW 157th Avenue. These boundaries include block groups: 101.55, 1 & 2; as well as 101.56, 2.

Sweetwater NRSA's most northern boundary is NW 7th Street from 114th Avenue to approximately 112th Avenue, skipping a section along NW 7th Street from 112 Avenue to 109th Street and continuing until approximately 107th Street. The southern most boundary is SW 8th Street. Its most eastern boundary is approximately 107th Street and the most western boundary is 114th Street. The boundaries include Census Tracts; 90.18 block groups 1,2,3, & 4 90.17 Block groups 1 & 3.

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PROGRAM DESCRIPTIONS, ELIGIBILITY REQUIREMENTS AND FUNDING

The following sections describe the non-housing and housing categories and the funding sources and their respective program requirements. The funding sources are: Community Development Block Grant (CDBG); HOME Investment Partnership and Emergency Shelter Grant (ESG).

OTHER GENERAL FEDERAL AND COUNTY REQUIREMENTS

1- PRIOR APPROVAL

All contractors must obtain written approval from OCED prior to undertaking any of the following:

1. The engagement or execution of any subcontracts or contract assignments, wherein CDBG, HOME, or ESG funds will be used to pay for goods or services. The Contractor must submit all proposed agreement documents to OCED at least thirty (30) days before the start date of the agreement.
2. The addition of any positions not specifically listed in the approved budget.
3. The modification or addition of all job descriptions.
4. The purchase of all nonexpendable personal property not specifically listed in the approved budget.
5. The disposition of all real, expendable personal, and nonexpendable personal property.
6. Out-of-town travel not specifically listed in the approved budget.
7. The disposition of program income not specifically listed in the approved program income budget.
8. The publication of proposed Solicitation Notices, Invitations for Bids and Requests for Proposals
9. The disposal of all contract records

2. LABOR STANDARDS

GENERAL

Prior to commencing any construction activity, including procurement thereof, contractors must contact OCED to determine the correct federal procurement procedures to be followed and to receive federally required procurement documents and forms.

Close adherence by contractors to required procedures will ensure a minimal number of enforcement problems and violations, safeguard federal statutory rights, and expedite construction. The following is a general flow schedule for Davis-Bacon applicable projects:

Davis Bacon Applicability Test

- All construction projects over \$2,000
- Government Entity involved
- Construction or *alterations/repairs
- Employment of laborers/mechanics
- CDBG/HOME \$ used (full or partial)

*Including paint decorating of public buildings or works. The following stages are guidelines to successfully complete construction projects that are Davis-Bacon applicable:

Pre-Bid stage

1. OCED's executed contract tested for Davis-Bacon applicability.
2. OCED reviews construction plans, specs, and timeline.
3. Bid Requirements package issued to agency by OCED.
4. Agency sends in Notification of Intent to Bid form to OCED.
5. Contracts Officer requests Davis-Bacon Wage decision.
6. Agency develops bid package (includes Bid Requirements).
7. Contracts Officer reviews and approves bid package.
8. Contracts Officer release Wage determination and required RFB advertisement wording to Agency.
9. Contracts Officer reviews and approved RFB advertisement.
10. A Pre-bid conference is held.
11. Agency receives bids and logs them in as received.
12. Agency opens bids (Contracts Officer and Labor Standards Officer should be present)
13. Agency evaluates bids, selects bidder, submits process and justification to Contracts Officer.
14. Contracts Officer reviews successful bidder package/subcontract and subcontractor against debarment list.

Post -Bid Stage

15. Agency issues letter of award to successful bidder.
16. Agency notifies contractor to attend Pre-construction Conference.
17. Contract Officer conducts Pre-construction Conference.
18. Contract Officer ensures submittal of insurance, bonding, and permit requirements.
19. Agency issues notice to proceed.
20. Agency receives the Notice of Commencement from contractor.
21. Agency receives list of sub-contractors from contractor and submits it to Contract Officer.

Construction Stage

22. Labor Documentation/Administration as follows:

<i>One Time Submittal</i>	<i>Weekly Submittal</i>	<i>Monthly Submittal</i>
Contractor's Certificate		
Subcontractor's Certification (HUD 1422)	Weekly Payroll (WH347)	Monthly Utilization Report (CC257)
Statement of Compliance	Statement of Compliance	Progress Report
Bidder's Section 3 Documents	(WH348 reverse side PR)	Monthly Section 3 Report
Release of Lien	Subcontractors On Site	Progress Photos
Certificate of Completion	Report	Timeline Updates
Certificate of Occupancy		

23. Labor Standards Officer and Contracts Officer conducts Labor interviews.

24. Labor Standards Officer and Contracts Officer reviews contractor's draws.

25. Contract close-out-release of 10% retainer.

3- PREBID PROCEDURES

A. NOTIFICATION OF INTENT TO SOLICIT

Prior to issuing an Invitation for Bid (IFB) or a Request for Proposal (RFP), contractors must complete a Notification of Intent to solicit Bids or Proposals and submit it to OCED. This notification must be received by OCED thirty calendar days prior to the anticipated bid opening date. This allows OCED sufficient time to obtain from U.S. HUD an appropriate wage decision.

B. ADVERTISEMENT

Upon receipt of the appropriate wage decision from OCED, contractors are to advertise the availability of the IFB or RFP. The advertisement must run for a minimum of two consecutive weeks. The advertisement must be placed in a minimum of three sources of general circulation such as the Miami Herald and the Dodge Report. The advertisement must also contain required federal language.

C. REVIEW OF BID PACKAGES

All bids or proposals received by contractors must be stamped indicating date and time of receipt. They should then be logged in showing bidder's name, address, date and time of receipt. Bids must be opened on the day and time specified in the IFB or RFP. All bids or proposals that arrive after the deadline for submitting responses to the IFB or RFP are to be returned to the bidder with a letter indicating the time of arrival and that the bids or proposals

cannot be considered because they did not meet the submission deadline as stipulated in the IFB or RFP.

D. EVALUATION OF RESPONSES

Individuals having experience and knowledge in the areas and requirements for which an award will be made should perform the evaluation of bids. Generally, the contractor, assigned consultant/engineer, and project manager would be on the evaluation team.

4- CONTRACT AWARD PROCEDURES

A. AWARDING THE CONTRACT

Contractors must send a notice of the award to all respondents to the IFB or RFP and to other interested parties who requested information regarding the IFB or RFP.

B. PRECONSTRUCTION CONFERENCE

In coordination with OCED, contractors must schedule and conduct a pre-construction conference. This conference is to be held a minimum of ten calendar days prior to the release of a Notice to Proceed.

C. NOTICE TO PROCEED

Contractors must ensure that subcontractors meet all pre-award requirements prior to issuing a Notice of Proceed.

D. EMPLOYEE INTERVIEWS

Contractors must allow that on-site job interviews of workers are conducted and ensure that the organization is in compliance with federal labor standards. At least 15%-20% of each position classification must be interviewed.

5- CONSTRUCTION LICENSING REQUIREMENTS

A. Miami-Dade County has very specific licensing requirements for any party doing construction work. When Miami-Dade County through OCED enters into a contract with any party, there is the presumption that all transactions will be legal. Therefore, contractors must confirm that the individual or business with which they intend to subcontract for construction work has the required licenses. Per the county attorney, OCED is not legally obligated to pay any invoices for construction if the correct licenses are not in place. Further, Miami-Dade County imposes penalties and/or fines for violation of these requirements.

B. The party doing construction work must have, as a minimum, an occupational license. In addition, the party must also have a certificate of competency or a general contractor's license. To learn of the correct type of license needed and any other related information, contractors should call the Miami-Dade Building Department.

It is imperative to maintain accurate files for Davis-Bacon projects. The following is a minimum for documentation files and will be reviewed by your Contracts Officer during monitoring visits:

EXAMPLES OF KEY DOCUMENTATION

- Copy of Wage Rate Request
- Copy of Wage Rate, along with any additional classification
- Bid/Contract Documents with Labor Standards Provisions and Section 3 Provisions included
- Contractor Eligibility Verification
- Ten-Day Call Verification (for changes to Applicable Wage Decision)
- Pre-construction conference minutes/sign-in-sheet
- Payrolls, with evidence of their review
- Notice of Start of Construction
- Employee interviews
- Evidence of violations and steps taken to resolve these
- Final Wage compliance reports
- Monthly employment utilization's reports, where applicable

6- PROCUREMENT REQUIREMENTS

Federal regulations and OCED contracts are specific with regard to the process that must be followed for all procurement. All funded projects or agencies must adhere to and be able to document a procurement process that is open and competitive and gives the general population, but specifically small and minority owned businesses, equal opportunity to participate in that procurement process.

DEVELOPMENT OF POLICIES AND PROCEDURES

- A. Contractors must develop and comply with their own written procurement policies and procedures, which must, at a minimum, follow sound business practices. Federally funded contractors' policies must also be in accord with OMB Circular A-110 (for nonprofits, institutions of higher education, and hospitals) or 24 CFR Part 85 (for state and local governments). Contractors must be guided by those policies and procedures for all purchases.
- B. Contractors must maintain documentation that purchases were made in compliance with applicable policies and procedures.
- C. Prior to any construction or physical improvement activity, contractors are strongly encouraged to contact their contracts officer to determine the appropriate procurement procedures to be followed.

DEFINITIONS

- A. Procurement: This is when contractors purchase supplies, equipment, construction services, or incidental or routine administrative and support services such as surveys, consultant

studies, legal, audit, accounting; contractors must follow the noted federal procurement regulations when these types of costs will be charged to federal funds.

Note: When contractors, CDBG funded, engage parties to carry out any eligible substantive programmatic service as described in the prime contract with OCED, U.S. HUD does not define this as procurement. Thus, federal procurement regulations do not have to be followed; but contractors are to follow their own written procurement policies, which must follow sound business practices.

B. Subcontract: This is a binding agreement between the contractor and any party in which the party agrees, for compensation, to perform services or provide goods in conformance with the prime contract between OCED and the contractor. There are two types of subcontracts - those that need not be procured and those that must:

a. Contractors that are CDBG funded are not required to follow federal procurement regulations when the purpose of the subcontract is to engage parties to carry out any eligible substantive programmatic services as described in OCED's prime contract with the contractor. All other federally funded contractors must follow applicable federal procurement regulations. In all instances, these types of subcontracts require OCED's written prior approval and they must be submitted to your contracts officer prior to full execution.

b. All federally funded contractors are required to follow applicable federal procurement regulations when the purpose of the subcontract is to engage parties to perform incidental or routine administrative and support services (e.g., surveys, consultant studies, audits, accounting services) and for the purchase of supplies or equipment. These subcontractors do not require OCED's prior approval if the contractor's approved budget adequately explains and justifies these cost items. A copy of these subcontracts must accompany the first invoices submitted to OCED for payment.

7- PROCUREMENT STANDARDS

A. FEDERALLY FUNDED CONTRACTS

1. In the expenditure of federal funds, nonprofit organizations, institutions of higher education, and hospitals must comply with OMB Circular A-110.
2. State and local governments must comply with 24 CFR Part 85.

B. BUDGETED PURCHASES

The contractor's approved contract budget constitutes OCED's prior approval for the purchase of goods and services when these are within the limits and amounts detailed in the budget. The exception is that subcontracts to carry out eligible substantive programmatic services require OCED's written prior approval. Under no circumstances will OCED approve payment of expenditures incurred prior to the approval of the budget revision related to such expenditures.

C. UNBUDGETED PURCHASES

For intended purchases that are not included or not sufficiently detailed in the contractor's approved contract budget, contractors must, before any commitment for an expenditure, submit a written request to OCED for approval. The request is to include the following:

1. A detailed description of the intended purchase.
2. A justification of need for the purchase.
3. A totally revised budget, which includes the purchase price, description of the item, and justification of need.

D. SUBCONTRACTS AND ASSIGNMENTS

1. All subcontracts and assignments must contain, at a minimum, the following elements:
 - a. The full, correct, legal name of the party.
 - b. A description of the activities to be performed.
 - c. Time of performance.
 - d. Method of payment (Based on unit cost, service cost, percentage completed, lump sum upon completion, etc.)
 - e. Maximum compensation.
 - f. Insurance requirements, as applicable.
 - g. A provision requiring compliance with all regulatory requirements of the prime contract with OCED and with any conditions of approval that OCED deems necessary.
 - h. Termination.
2. All consultant subcontracts and assignments must contain this provision: The Agency is not responsible for any insurances or other fringe benefits, e.g., social security, income tax withholdings, retirement or leave benefits, for the Consultant assumes full responsibility for the provision of all insurances and fringe benefits for himself or herself and employees retained by the Consultant in order to satisfy the scope of services of this subcontract.
3. Attachment A in this chapter is a subcontract model for use when engaging consultants (except auditors) unless contractors want to use their own forms. In this case, their forms must contain, at a minimum, all the terms and conditions listed in this model. The subcontract attachment entitled Certification Regarding Lobbying must be signed and dated and made a part of the subcontract when the consultant is paid with federal funds.
4. Attachment B in this chapter is the subcontract form to be used when engaging auditors. This is a required form. The subcontract attachment must be signed and dated and made a part of the subcontract when the auditor is paid with federal funds.

8- PAYMENT OF SUBCONTRACTS

All subcontracts are subject to OCED's review before payment. Invoices will be rejected and payment not made when the relevant subcontract fails to meet minimum requirements. Only when the subcontract is corrected will invoices be approved for payment.

If at any time it is determined that required procurement standards have not been adhered to or

the contractor has failed to maintain adequate documentation of the procurement process, OCED may refuse to make payment or may require a refund if the cost has already been paid.

Under no circumstances shall OCED approve payment of any expenditure (resulting from an agreement or subcontract), which was incurred prior to the approval by OCED of such agreement or subcontract.

Under no circumstances shall OCED approve the hiring of the Contractor's staff members as subcontractors.

9-SECTION 3

All contractors must also comply with the Federal Section 3 requirements outlined below:

The Contractor shall assure that all subcontracts or third party agreements contain provisions with stated goals that low-income residents from Community Development Target and Service Areas be provided with opportunities for employment and training in contracted activities.

In conformance with Section 3 of the Housing and Community Development Act of 1968, the Contractor must direct federal financing assistance towards Target Area residents and ensure that employment and economic opportunities be given to low and very low-income persons, particularly those who are recipients of government assistance for housing according to the guidelines mentioned below:

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD- assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

10- ADDITIONAL REQUIREMENTS

Equal Opportunity

No person in the United States shall on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with CDBG or HOME funds. In addition, all entities applying for funds through the Dade County CDBG or HOME Program will provide in their written agreement certification of compliance with all Federal requirements under the Equal Opportunity legislation. In addition, CDBG or HOME funds must be made available in accordance with the following:

1. The requirements of the Fair Housing Act (42 U.S.C. 3601-20) and implementing regulations at 24 CFR Part 100; Executive Order 11063, as amended, (Equal Opportunity in Housing) and implementing regulations at 24 CFR Part 107; and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), (Nondiscrimination in Federally Assisted Programs) and implementing regulations issued at 24 CFR Part 1;
2. The prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR Part 146, and prohibitions against discrimination against handicapped individuals under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8;

3. The requirements of Executive Order 11246 (Equal Employment Opportunity) and the implementing regulations issued at 41 CFR Chapter 60;
4. The requirements of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701) that:
 - a. To the greatest extent feasible, opportunities for training arising in connection with the planning and carrying out of any project assisted with HOME funds should be given to low-income persons residing within the general local government area or metropolitan area or non-metropolitan county in which the project is located; and. To the greatest extent feasible, contracts for work to be performed in connection with any such project be awarded to business concerns, including, but not limited to, individuals or firms doing business in the field of planning, consulting, design architecture, building construction, rehabilitation, maintenance, or repair, which are located in or owned in substantial part by persons residing in the same metropolitan area or non-metropolitan county as the project; and
 - b. The requirements of Executive Orders 11625 and 12432 (concerning Minority Business Enterprise), and 12138 (concerning Women's Business Enterprise). Consistent with HUD's responsibilities under these Orders, each applicant must make efforts to encourage the use of minority women's business enterprises in connection with the HOME funded activities.

Each applicant must prescribe procedures acceptable to the State to establish activities to ensure the inclusion, to the maximum extent possible, of minorities and women, and entities owned by minorities and women.

Environmental Review

The environmental effects of each activity carried out with CDBG or HOME funds must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and the related authorities listed in HUD's implementing regulation at 24 CFR Parts 50 and 58. The County may request applicants to assist in the completion of the review. HOME rules require that all environmental reviews be completed and certified prior to funding.

Lead-based Paint

Housing assisted with CDBG or HOME funds constitutes HUD-associated housing for the purposes of the Lead-based Paint Poisoning Prevention Act and is, therefore, subject to 24 CFR Part 35. These rules are currently being revised and HUD will publish new, more stringent guidelines in the near future.

Relocation

All CDBG and HOME projects are subject to relocation requirements under the Uniform Relocation Act (URA). As previously mentioned, project owners bear full responsibility for relocation costs associated with occupied units and/or land in accordance with the Act as amended. Additional information may be obtained in HUD Handbook 1378, "Tenant Assistance, Relocation and Real Property Acquisition."

Conflicts of Interest

No person who (1) is an employee, consultant, officer, elected or appointed official of Miami-Dade County or of any applicant who receives funds and who exercises or has exercised any functions or responsibilities with respect to assisted rehabilitation activities, or (2) is in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. The following conflict of interest provisions apply: for units of general local government, 24 CFR Section 85.36; for non-profit organizations, OMB Circular A-110; and for all others, 24 CFR Section 92.356.

The Contractor shall submit to OCED all updated Conflict of Interest affidavits, Related Party Disclosure statements, list of current Board members, and list of all business associations with the following documents:

- Original contract or its subsequent amendments.
- Request for budget revisions.
- Request for approval of subcontracts.

Non-compliance with the above requirements will be considered a breach of contract, which will result in the immediate termination of the agreement, the recovery of the entire funding award, and the disqualification of funding through OCED for a period of three years.

Debarment and Suspension

Owners and contractors are prohibited from employing, awarding contracts, or funding any contractors or subcontractors that have been debarred, suspended, proposed for debarment, or placed on ineligibility status by HUD. In addition, any owners who are debarred, suspended, proposed for debarment, or ineligible will be prohibited from participating in the CDBG and HOME Program.

Historic Properties

An application proposing rehabilitation in a structure which is over fifty (50) years old must provide evidence from the Miami-Dade County Office of Historic Preservation that notification of the rehabilitation has been received and that the proposed rehabilitation will have no effect on the historical significance of the structure, or that cooperation and adherence to the Historic Preservation Act is being met through continued correspondence and mutual agreement on the proposed rehabilitation. Applicants proposing demolition of such structures must provide such evidence.

Flood Insurance

Federal funds may NOT be used in connection with acquisition or rehabilitation of a development located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless the locality in which the site is located is participating in the National Flood Insurance Program or less than a year has passed since FEMA notification regarding such hazards, and flood insurance was obtained as a condition of approval of the commitment.

Program Income

The Contractor shall report to OCED all cumulative program income generated from activities financed in whole or in part by its CDBG funds. **This information along with a check payable to Miami-Dade County for the generated program income, must be submitted quarterly as part of the Fiscal Section of the Contractor's Progress Report.** The Contractor shall provide to OCED a written explanation of the activities to be assisted with program income and shall obtain OCED's written approval prior to implementing those activities.

MEASURING OUTCOMES

To measure outcomes indicators related to the goals established in the FY 2003-2007 Consolidated Plan will be used to measure performance. Applicants are encouraged to familiarize themselves of the newly developed performance measurement systems developed by US HUD that contain at least one of these indicators. However, OCED will not be restricted to using only the indicators listed.

The development of performance measurement systems will continue to be an evolving process, in which HUD intends to work with grantees to identify if there are common parameters for activities that can be aggregated at a national level.

INDICATORS FOR PERFORMANCE MEASUREMENT SYSTEM

Suitable Living Environment / Neighborhood Revitalization

- Increase in property values, or home sales prices as a result of a series of coordinated neighborhood activities
- Reduction in derelict properties and other blighting influences as a result of code enforcement, acquisition, demolition or rehabilitation
- Decrease in numbers of children with elevated blood lead levels
- Increase in the supply of potable water or adequate wastewater management systems due to infrastructure installation or upgrades
- Increase in emergency vehicle access because of infrastructure improvements
- Number and/or percent of housing units assisted that have eliminated at least one significant health and safety deficiency as a result of housing rehabilitation, defined by local codes

Affordable Housing

- Percent increase in the homeownership rate in targeted neighborhoods or in the community overall
- Dollar increase in property values as a result of housing rehabilitation
- Number of unit years of affordability in rental projects, based on the investment of HOME dollars
- Percent of reduction of energy use or energy costs as a result of housing rehabilitation using ENERGY STAR building standards

Economic Revitalization/Economic Opportunities

- Increase in numbers of jobs and/or the number of “living wage” jobs
- Decrease in abandoned or non-revenue producing properties
- Increased annual income as a result of employment or job training
- Increased business sales volume in revitalized neighborhoods
- Increased number of small business loans in targeted neighborhood

Ending Chronic Homelessness

- Decrease in the number of chronically homeless individuals in the community, by not less than 50%, by FY 2008

Housing Opportunities for Persons With AIDS

- Increase in the percentage of HOPWA clients who are able to maintain housing stability, avoid homelessness, and access care

If an activity uses multiple funding sources, it will be necessary to show the outputs resulting from HUD funding separately. However, outcomes resulting from HUD sources need not be shown separately because, depending on local program design, the outcomes may be affected by many other factors.

The attached table provides information and suggestions for choosing an outcome and objective for Housing activities.

Suggestions for Choosing an Outcome and Objective: Housing Activities

Outcome →	Available/Accessibility	Affordability	Sustainability
Objective ↓			
Suitable Living Environment			<p>Housing activities funded to address problem properties in a neighborhood.</p> <p><i>Example: Acquisition and rehabilitation of eyesore properties in combination with streetscape improvements and public services.</i></p>
Decent Housing	<p>Housing activities focused primarily on improving the quality of, or access to, housing (rather than affordability).</p> <p><i>Examples: Homeowner rehabilitation, emergency repair programs, accessibility upgrades, lead abatement, transitional housing.</i></p>	<p>Housing activities focused primarily on the affordability of the units.</p> <p><i>Examples: Downpayment assistance, construction/rehabilitation of homebuyer or rental housing, tenant-based rental assistance, energy efficiency upgrades; or rehabilitation of rental housing.</i></p>	<p>Housing activities funded as part of a neighborhood revitalization effort where only housing activities are undertaken.</p> <p><i>Example: Acquisition and rehabilitation of eyesore properties.</i></p>
Creating Economic Opportunities	<p>Housing activities supporting “Live near work” initiatives that increase the supply of housing, or access to housing.</p>		<p>Housing activities supporting “Live near work” initiatives targeted in a specific geographic area, or “Officer Next Door” Programs.</p> <p>Housing activities supporting employer assisted housing.</p>

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Do not proceed to complete any forms until you read this section.

IMPORTANT: ALL HOUSING APPLICATIONS MUST BE SUBMITTED WITH A COVER SHEET ON GREEN PAPER WITH THE HEADING:

“HOUSING APPLICATION FOR: (followed by the name of the development) “

ALL General Forms must be completed.

RFA forms can not be altered. Developers may scan forms provided that they are not altered. **A penalty of 15 points will be deducted from the final score for any altered forms or forms submitted from prior year RFAs.**

If your development is approved for funding utilizing rates and terms that differ from those reflected in this RFA, MDHA will not honor any terms other than those set forth in this document.

Developers seeking second mortgage funds as end-loans to buyers need not submit an RFA. Plans for construction are to be submitted for review and approval prior to commencement of construction. Contact Willie Ballard at (305) 250-5238 for more information.

Rental developments must use the appropriate utility allowance schedule as listed:

New construction (SHIP & Surtax) -- FP&L utility allowance calculations

New construction (HOME funded) -- Utility allowance schedule provided in attachments

Rental Rehabilitation (all funding) -- Utility allowance schedule provided in attachments

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AMOUNT OF AFFORDABLE HOUSING FUNDS AVAILABLE

It is anticipated that the following funds will be available for housing capital developments:

Surtax 2007	\$ 36,300,000
SHIP 2007	\$ 6,300,000*

Total funding	\$ 42,600,000
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The above amounts exclude allowable administrative costs and are subject to availability.

HOUSING RESOURCE GUIDELINE ALLOCATIONS

In order to meet local priorities the following will serve as the illustrative guidelines to resource allocations for the above programs:

Activity	Surtax	SHIP	Total
Homeownership (HO)*	0	5,000,000	5,000,000
Homeownership (New Construction)	14,000,000	0	14,000,000
Small Rental Rehab (<30 units)	0	0	0
New Construction Rental	14,000,000	0	14,000,000
New Construction Non- Tax Credit Rental	0	0	0
Rental Rehabilitation	5,000,000	1,300,000	6,300,000
Homeless Programs	3,000,000	0	3,000,000
Home buyer assistance*	0	0	0
Homebuyer Counseling	300,000		300,000
Total	<u>\$36,300,000</u>	<u>\$6,300,000</u>	<u>42,600,000</u>

*These funds are administered by the County as a pool of funds available to housing assist homebuyers on a first-come, first-served basis. RFA submission not required. However, housing developers needing funds for end-loans to homebuyers should submit plans to MDHA for review.

- For tax credit applicants, the County will award full funding as presented in this application, subject to the successful award of tax credits from the Florida Housing Finance Corporation (HFC) for the development, as approved by the Board of County Commissioners. The County will execute a contract and issue a firm commitment of the funds subject to tax credit award. The County will provide gap financing, contingent upon funding concurrency with the State, Miami-Dade Housing Finance Authority, and other lenders.

- *If all funding is included in this initial application, NO FUTURE applications will be necessary for the same development for 24 months. All requests for tax credit local contribution certifications must be submitted to the Miami-Dade Housing Agency.*

- The maximum funding for small rental developments (30 units or less) is \$500,000 or 50% of the total development cost, whichever is less.

Fifteen bonus points will be given to the following developments: 1) new construction of non-tax credit multi-family (homeownership or rental) units in urban areas; and 2) developments within one mile of a Metro Rail station.

FINANCING TERMS FOR RENTAL AND HOMEOWNERSHIP DEVELOPMENTS, SHIP, SURTAX and HOME

Construction and rehabilitation loans for rental developments

Rates

All developments will make no payments over the first 24 months, during the construction/rehabilitation period. At a minimum, all developers of rental housing will pay 1% interest for years 1-15; with principal and interest payments for the remainder of the term (interest rate will be up to 3%), subject to development feasibility. Non-tax credit developments will be charged principal and interest up to 6%.

Final determination of the rate and term will be made by MDHA staff. All permanent loans are for a period of no more than 30 years.

Construction and Rehabilitation Loans for Homeownership

The rates charged and terms of the loans will be up to 6%. Final determination of the rate and term will be made by MDHA staff. Loans made to non-profit developers will be for a period of 24 months. Loans made to for-profit developers will be for a period of 18 months. During the period of construction, all developers are required to pay interest only.

The construction lending staff of MDHA will determine an average release price, upon the sale of the individual units. Any unpaid principal and accrued interest will be payable at the end of the loan term.

Commitment Fee

A non-refundable commitment fee of one percent (1%) of the award amount will be charged to the successful applicant(s). Non-profit entities with IRS 501 (c)(1) or (3) determination are excluded. Non-profit entities that have a joint venture where the non-profit is a financial beneficiary of 51% or more of the development are also excluded, in accordance with Resolution #R-1174-86. This fee must be paid by the successful applicant(s) to Miami-Dade County within 30 days of contract execution.

FINANCING TERMS FOR HOMELESS DEVELOPMENTS

For funding requested for homeless capital developments, the contract term is thirty (30) years. These developments will accrue interest at a rate of 1% per annum, which will not be collected as long as the development continues to comply with all the loan conditions. If units in the development are entirely (100%) available for the homeless and comply with all loan conditions, then the principal and interest shall be forgiven by the County in increments equal to 25% of the loan amount in years 27 through 30.

If the borrower ceases its use of the property as a homeless facility at any time, upon written notice from the County, the loan, including any accrued interest, shall become immediately due and payable in full within ten (10) days of the written notice. The Respondent may repay the loan without penalty at any time, but for the thirty year period starting on the date of the loan, the facility must be used for homeless persons.

The Respondent shall execute a Rental Regulatory Agreement delineating the unit set-aside proportionate with the level of funding received pursuant to this funding request.

GENERAL RESTRICTIONS AND POLICIES

Restrictions

- Units may not exceed the maximum sales prices or rental amounts as stated in program regulations in effect at the time of RFA approval.
- Requested subsidies may not exceed maximum per unit subsidies as stated in program regulations.
- Developments must consist of five (5) or more units per development within a single site or scattered sites (HOME only).
- Developments must be able to meet Section 8 Housing Quality Standards (HQS) for HOME and CDBG developments only and Minimum Housing Quality Standards for Surtax and SHIP non-HOME match developments only.
- Developments may not be a former Public Housing development, HUD Rental Rehab Program development, Title VI NAHA or commercial development (HOME developments only)
- Developments may not consist of efficiencies or single room occupancy (SRO) units, except for homeless developments.
- Type and quality of construction will be a strong consideration. Concrete block is preferred. Prefabricated or modular proposals may be considered, provided that the system has been properly tested and approved in accordance with the guidelines and restrictions of the Florida Building Code. The proposal must identify sites in Miami-Dade County where the system has been utilized and can be inspected for durability by County staff.
- Residential living space must constitute at least 51 percent of the development space for

contributions to the non-residential portion of the property for mixed-use developments (HOME funds only).

- Non-profit developers that receive an allocation of administrative funds for a specific development, cannot receive developer fees for the same development without prior (before development is started) approval from the County.
- Multi-family developments receiving Surtax or SHIP funds must give right of first refusal to referrals from the MDHA waiting list.
- Developments receiving homeless funding must accept referrals from the County's designated housing placement referral source(s).
- Developments receiving homeless funding must accept modified rent and application procedures.
- All loans with the County must be current and in good standing in accordance with the applicable County ordinances prior to funding recommendations.

Please note that any changes to the application after funding, which impacts the scoring criteria may constitute a material change to your application (i.e. change of development location, number of units, activity) and any funding allocation may be cancelled. This includes changes in ownership interest and financial beneficiaries. Any change in ownership or financial beneficiaries during the term of the mortgage requires prior approval by MDHA.

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STATE HOUSING INITIATIVES PROGRAM (SHIP)

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STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM (SHIP)

SHIP PROGRAM SCOPE

The legislative intent of the SHIP Program is "...to allow local government the greatest degree of flexibility in meeting its communities housing needs." As required, Miami Dade County has adopted both an ordinance (O#95-70) and a resolution (R#517-95) that describe a housing program for utilizing SHIP funds. The legislation sets forth the following minimum program requirements for the use of SHIP funds. Funds must be used to implement the approved Local Housing Assistance Plan (LHAP). The program must benefit eligible persons, occupying eligible housing. Generally, SHIP funds may be used:

- For locally designated strategies that create or preserve affordable housing.
- To supplement other housing programs.
- To provide local match to obtain Federal housing grants or programs (such as HOME).
- Funds may be used for both homeownership and rental housing activities. However, at least 65% must be used for homeownership activities.
- For construction loans, 75% must be used for construction, rehabilitation, or emergency repair. For purposes of this rule, the following expenditures are to be considered construction, rehabilitation, or emergency repair costs.
 - a) Those hard costs typically or customarily treated as construction costs by institutional lenders;
 - b) Payment of impact fees;
 - c) Infrastructure expenses typically paid by the developer;
 - d) When specifically authorized by the County, relocation costs associated with rehabilitation of the residence usually occupied by a tenant or homeowner;
 - e) Financing, or "buy-down" costs, if directly attributable to assisting eligible persons to own a home or obtain rental occupancy (e.g., security and utility deposit assistance) in a home or unit which has obtained a certificate of occupancy in the 12- month period immediately preceding the contract for sale and purchase or lease of the premises. When used to purchase an existing housing, closing costs and down payment assistance will be considered toward fulfilling the 75% construction requirement;
- The balance of the SHIP program funds must be used for housing production and financing activities, including, but not limited to, financing the purchase of existing units, providing rental housing, down payment and closing cost assistance and providing homeownership training to prospective homebuyers and owners of homes assisted through the LHAP.
- The maximum sales price cannot exceed **\$225,000**.
- SHIP funds may not be used as a pledge of the debt service on bonds or as rent subsidies.
- Miami-Dade County's LHAP uses SHIP as a match for federal HOME dollars.

Any and all changes to the applicant's original submission must be requested in writing by the applicant, must be approved by MDHA, and in some instances may require approval by the Board of County Commissioners. Applicants must thoroughly evaluate their application in all aspects prior to submission to safeguard against unnecessary requests for changes.

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DOCUMENTARY SURTAX PROGRAM (SURTAX)

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DOCUMENTARY SURTAX ACTIVITY (Surtax)

PROGRAM SCOPE

The Documentary Surtax Activity requires that 75% of funds allocated to each successful developer are to benefit low-income families (those with income 80% or less of the median family income for Miami-Dade County). The remaining 25% are to be made available to moderate-income families (those with income of up to 140% of the median family income for Miami-Dade County).

Units shall be priced to be affordable to low-income persons as stipulated above. For each mortgage approved for persons exceeding 80% of median, three mortgages must be approved for persons below 80% of median. Current income limits and maximum second mortgage loan amounts and the guidelines for the program are included in (see attachments). Total first and second mortgage payments should not exceed 30% of monthly gross income and total debt to income should not exceed 45%¹ when determining affordability of the housing units.

The developer must complete the closing cost form for homeownership developments included in this RFA as Homeownership Form 2 which indicates the percentage that the applicant will pay above the minimum required closing costs which are stipulated in the RFA. Applicants will obtain additional points by picking up other closing costs over the minimum required closing costs.

For all homeownership construction loans, developers are required to pay a minimum the following closing costs for each Surtax funded mortgage transaction for an eligible homebuyer:

- Abstracting costs and Owner's and Lender's Title Insurance;
- Cost of the Boundary Survey; and
- Documentary Stamps on the Warranty Deed.

Developers are strongly encouraged to pay all of the closing costs for Surtax home buyers. Proposals will be evaluated competitively as to the developer's ability to increase unit affordability in this request. The maximum sales price cannot exceed **\$225,000**.

The successful applicant(s) is/are required to carry out an affirmative program to attract buyers regardless of sex, of all minority and majority groups to the housing. The applicant(s) will be required to identify any groups that are not likely to be aware of the available housing, and undertake special marketing efforts designed to make such persons aware of the available housing and their ability to obtain it on a non-discriminatory basis.

Construction shall must within six months of contract execution. The contract must be executed within 90 days of development approval by the Board of County Commissioners. The development must be completed within 18 months of contract execution. Construction commencement occurs when building foundation work has started. The staking off of lots, cutting trees and removing brush does not constitute the commencement of construction.

¹ ratios may be subject to change

MDHA staff will monitor each approved development to assure that these deadlines are met. Any request for extension must be submitted in writing to MDHA along with a revised timetable for completion, at least two months prior to deadline.

All mortgage financing arrangements must be found acceptable to the County. Miami-Dade County reserves the right to evaluate and deny any mortgage financing terms not found acceptable and/or beneficial to a participating homebuyer.

Any and all changes to the applicant's original submission must be requested in writing by the applicant, must be approved by MDHA, and in some instances may require approval by the Board of County Commissioners. Applicants must thoroughly evaluate their application in all aspects prior to submission to safeguard against unnecessary requests for changes.

Please note that any change in a scoring criterion may constitute a material change to your application and any funding allocation may be cancelled.

Funds awarded by MDHA for the proposed development will be based on the financing and documentation presented in the developer's application. Changes to the purchase price, time extensions, transfer of funds, etc., subsequent to funding award must be approved by the County.

Homeowner / Tenant Referral

The County reserves the right to refer eligible applicants to the developer for housing. These requirements were effective as of May 1, 1996 and are subject to revision pending approval of the County.

Penalties for Late Delivery

The developer may be subject to charges for liquidation damages of one-half of one percent (½%) of the unused portion of the award, if there is a failure to complete the development in accordance with the specifications and to the satisfaction of MDHA within the time stated.

Applications

Applications will be accepted from private developers interested in providing new construction of single-family homes for low- and moderate-income families and individuals through the Documentary Surtax Homeownership Assistance Loan Program (HALP). **Co-ops are not eligible for funding under this program. Surtax funds cannot be used for land acquisition. Developments requesting SHIP funding must be completed and occupied within 24 months.**

The Documentary Surtax HALP is administered by the Miami-Dade Housing Agency (MDHA). The program allocates funds for permanent second mortgage financing to developers to produce housing that will assist low and moderate-income applicants in purchasing or renting affordable housing units.

IMPORTANT: The applicant/agency name must be the same as the legal entity to which funds for the development would be released. This must be the entity that will enter into contract with the County and that will be the borrower of the funds awarded.

**HOME INVESTMENT PARTNERSHIP (HOME) PROGRAM
AND
HOME- COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS
(CHDO)
GUIDELINES**

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HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)

NOTE: PARTICIPATING JURISDICTIONS ARE REQUIRED TO MATCH 25% OF THEIR HOME ALLOCATIONS WITH NON-FEDERAL SOURCES. ONE MILLION DOLLARS OF SHIP FUNDS HAS BEEN DESIGNATED AS DADE COUNTY'S MATCHING SOURCE. THE FUNDS ARE REQUIRED TO BE USED IN THE SAME MANNER AS HOME FUNDS AND ARE SUBJECT TO ALL OF THE HOME PROGRAM RESTRICTIONS. FOR THIS REASON, THE FOLLOWING DESCRIPTION FOR THE HOME PROGRAM ALSO WILL APPLY TO THE SHIP FUNDS, UP TO THE MAXIMUM AMOUNT REQUIRED TO MATCH THE HOME ALLOCATION. (Please refer to Attachment 8, SHIP Plan)

FY 2006-07 HOME ESTIMATED FUNDING ALLOCATION

Category	FY 2006	FY 07 Estimated Funding	Estimated % of FY07 Allocation
Program Administration	\$744,375	\$718,707	10
CHDOs Operating Support	\$327,187	\$359,354	5
CHDO Set-Aside	\$455,000	\$1,078,061	15
Rental Housing	\$676,000	\$791,100	11
Homeless Housing*	\$210,000	\$819,326	12
Homeownership	\$4,358,000	\$2,441,254	34
American Dream (ADDI)	\$186,254	\$79,270	1
HOME Reserve	\$673,184	\$900,000	12
TOTAL	\$7,630,000	\$7,187,072	100

In addition to the \$210,000 of HOME funds, \$689,000 of HODAG and Rental Rehabilitation funds were allocated for a total of homeless housing allocations of \$899,000. OCED reserves the right to substitute all or part of the HOME Homeless housing set-aside with HODAG or Rental Rehabilitation Funds as appropriate for the funded activity. In order to receive HOME funds from US HUD a local funding match is required. This match is expected to be covered through the utilization of the SHIP funds

HOME PROGRAM AND SHIP FUNDS, UP TO THE MATCHING LIABILITY PORTION

SUMMARY OF HOME PROGRAM REGULATIONS

The HOME Program allocates housing funds in the form of permanent and construction first and second mortgage financing to assist very-low and low-income families in purchasing or renting affordable housing units produced by developers. The HOME Program is designed to:

- Expand the supply of decent and affordable housing, particularly rental housing, for low- and very-low income Americans.
- Strengthen the abilities of State and local governments to design and implement

- strategies for achieving adequate supplies of decent, affordable housing.
- Provide both financial and technical assistance to participating jurisdictions (entitlement areas) including the development of model programs of affordable housing for very-low and low-income families.
- Expand and strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, in the production and operation of affordable housing.

The HOME Program is not a categorical housing program, such as public housing new construction, requiring a specific housing activity. Instead, the HOME program provides states and local governments flexibility to decide what kind or mix of housing assistance, is most appropriate to meet their housing needs.

HOME affirms the Federal government's commitment to provide decent, safe and affordable housing to all Americans, and to alleviate the problems due to excessive rent burdens, homelessness and deteriorating housing stocks in the nation. As recommended by the National Housing Task Force in 1988, HOME provides funding and general guidelines to State and local governments and empowers them to design and tailor affordable housing strategies to address local needs and housing conditions. HOME strives to meet both the short-term goal of increasing the supply and availability of affordable housing, and long-term goal of building partnerships between State and local governments and private non-profit organizations and strengthening their capacity to meet the housing needs of low- and very low-income residents.

Project site(s) submitted for consideration must be owned or controlled by the Developer as defined herein at time of submission to Dade County. Site(s) must be serviced, or proposed to be serviced, by all utilities including sanitary sewer, where available. Activities must conform with approved Community Development Block Grant Program plans. Those projects located in South Dade must conform with South Dade neighborhood studies. **Activities located in other entitlement jurisdictions and State Small Cities Program municipalities (i.e. Homestead and Florida City) must have at least 25% of total project costs contributed by that jurisdiction.**

Eligible Applicants

Eligible applicants for HOME funds for affordable housing projects include:

- Community Housing Development Organizations (CHDOs)
- Public Housing Authorities and Local Governments
- Other Non-Profit Organizations
- Private, For-Profit Organizations (including Partnerships and Sole Proprietorships)
- Individual homeowners and/or first-time homebuyers, indirectly through the Bank Partnership Program

Eligible Activities

HOME funds may be used for the following:

- Rehabilitation of existing units
- Conversion of nonresidential uses to residential uses
- Acquisition of existing units and funds for rehabilitation
- Reconstruction (see conditions below)
- New Construction (see conditions below)

Reconstruction Conditions

HUD regulations define reconstruction as the rebuilding of housing on the same property. The reconstructed housing must be substantially similar to the structure that is being replaced, regardless of whether an existing foundation is used (i.e. a single-family house must be replaced with another single-family dwelling; a multi-family building must be replaced with a structure containing the same number of units). Rooms may be added to meet local codes. However, additional units cannot be constructed as part of a reconstruction project. A structure must be present prior to reconstruction. This structure should be documented by pictures and an explanation of why rehabilitation of the existing structure is not reasonable. The Preservation Act may be applicable in such instances. All applications in this category must be reviewed by the Historic Preservation Division.

New Construction Conditions

- New construction under HOME is defined as:
- Newly built projects with a Certificate of Occupancy within the last 12 months.
- Renovations to existing properties involving the addition of units outside the existing walls.
- Acquisition of properties completed within a one year period prior to the commitment of HOME funds. Property completion date is the date of the initial Certificate of Occupancy

Fair Housing Requirements

Participants in the HOME program will be required to use affirmative fair housing marketing practices in soliciting renters, determining eligibility and concluding all transactions. These requirements apply to all projects of five (5) or more units.

Each participating entity must affirmatively further fair housing according to 24 CFR part 570.904(c):

1. The County reserves the right to make the first referral to any and all apartments available from its own waiting list.
2. The owner will be required to solicit applications for vacant units from persons in the housing market who are least likely to apply for the rehabilitated housing without benefit of special outreach efforts, including formerly homeless persons. In general, persons who are not of the race/ethnicity of the residents of the neighborhood in which the rehabilitated building is located shall be considered those least likely to apply.
3. Owner's advertising vacant units must include the equal housing opportunity logo or statement. Advertising media may include newspapers, radio, television, brochures, leaflets, or may involve simply a sign in a window. The owner may wish to use community organizations, places of worship, employment centers, fair housing groups, housing counseling agencies, social service centers or medical centers as resources for this outreach.
4. The owner must maintain a file containing all marketing efforts (i.e., copies of newspaper ads, memos of phone calls, copies of letters, etc.) to be available for inspection at least annually by the County.
5. The owner shall maintain a listing of all tenants residing in each unit at the time of application submittal through the end of the compliance period.

An assessment of affirmative marketing efforts by the owner will be made by comparing predetermined occupancy goals (based on the area from which potential tenants will come) to actual occupancy data that the owner is required to maintain. Outreach efforts on the part of the

owner will also be evaluated by reviewing marketing efforts. This assessment will be made during the rent-up and marketing of the units by use of a compliance certification or personal monitoring visits to the project at least annually.

Where an owner fails to follow the affirmative marketing requirements, corrective actions shall include extensive outreach efforts to appropriate contacts to achieve the occupancy goals or other sanctions deemed necessary.

The participating entity must provide an annual assessment of the affirmative marketing program of the development. The assessment must include:

1. Method used to inform the public and potential tenants about Federal fair housing laws and affirmative marketing policy (i.e., the use of the Equal Housing Opportunity logotype or slogan in print advertising);
2. Method used to inform and solicit applications from persons in the housing market area who are not likely to apply without special outreach (i.e., use of community organizations, places of worship, employment centers, homeless programs, etc.);
3. Records describing actions taken by the participating entity and/or owner to affirmatively market units and records to assess the results of these actions.

Repayment

Any housing assisted with HOME funds which does not meet the affordability requirements for the specific period of time agreed upon **MUST** repay all HOME funds extended to the development either through a recapture of funds or resale of the assisted units..

Eligible HOME Properties

Properties may be either a single building, or a scattered site. There are no limits on the number of units per project and properties may be privately or publicly owned.

To qualify as a project, there must be a minimum of five (5) units and these properties must be:

- One or more buildings on a single site, under common ownership, management and financing.
- Scattered on more than one site, under common ownership, management and financing and receive HOME assistance as a single undertaking.

Ineligible properties include

Properties not eligible for funding include:

- Public housing units
- Properties financed through a HUD-funded Rental Rehabilitation Program
- Projects assisted under Title VI of NAHA (Prepayment of Mortgages Insured by HUD)
- Commercial Properties

Minimum Property Standards

All HOME-assisted properties must at a minimum meet Section 8 Housing Quality Standards (HQS) after rehabilitation or construction. Minimum property standards vary for each activity:

1. New Construction:
 - Local code
 - Zoning ordinances
 - Section 8 HQS
 - Model Energy Code, published by Council of American Building Officials
2. Substantial Rehabilitation Defined as projects which have a total development cost for all activities and funds of greater than \$25,000 per unit average:
 - Local code
 - Local rehabilitation standards
 - Zoning ordinances
 - Section 8 HQS
 - Cost Effective Energy Conservation and Effectiveness Standards (24 CFR Part 39)
3. Moderate Rehabilitation Defined as projects which have a total development cost for all activities and funds of less than \$25,000 per unit average):
 - Section 8 HQS

HQS Inspections Required

Upon project completion, a HUD Housing Quality Standards Checklist (HQS) must be completed for each HOME-assisted unit for compliance documentation and again annually during the entire affordability period. *(See Attachment 4, Section 10 HQS Guidelines).*

Cost Breakdowns/Scope of Work Required

As part of the application, a detailed rehabilitation or construction cost breakdown/scope of work must be provided indicating the use of the HOME and other funds for the entire project. *(See Attachment 11, Construction Cost Breakdown/Scope of Work)*

NOTE: Alternate forms for the Construction Cost Breakdown/Scope of Work and HQS Guidelines may be used if they provide the same information in a similar format. All applicants also must meet the above-stated local rehabilitation and construction requirements.

Minimum HOME assistance per unit

The minimum level of HOME dollars invested per project is \$1,000 per HOME assisted unit. For example, for a 20-unit project in which all 15 units are assisted with HOME funds, the minimum amount of HOME dollars is \$15,000. This is a per unit average for all HOME assisted units.

HOME RENTAL PROJECTS

INCOME REQUIREMENTS FOR HOME TENANT

HOME Program requirements with respect to the occupancy and affordability of the units apply at the time HOME assistance is initially provided, and for an extended period of time.

Owners of rental property are required to maintain occupancy of units by low-income persons for the duration of the mortgage, which is generally 15 years. During the applicable affordability period:

- 100 percent of the HOME-assisted units must be occupied by households with incomes at or below 80 percent of median income, adjusted for family size. The monthly rents must include the utility allowance as provided in the HUD Section 8 Utility Chart. (See *Attachment 13, Section 8 Utility Allowance Chart*)
- Tenants whose annual incomes increase to over 80 percent of median may remain in occupancy but must pay no less than 30 percent of their adjusted monthly income for rent and utilities. Projects combining HOME funds with Low-Income Housing Tax Credits (LIHTC) are exempt from this provision per HUD.

HOME-assisted units retain their HOME designation for the entire mortgage period or until the loan is repaid in full. Should the loan be extended, the period of affordability will also be extended until the loan is fully repaid. The owner should make every effort to keep the project in compliance during the affordability period by leasing the next available unit to an individual at the income level needed for compliance. (See *Attachment 14, Dade County Income HOME Rent, Fair Market Rents, Limits for the HOME Tenant Income Limits*)

A tenant's adjusted annual income for each HOME assisted unit must be certified as part of the application (for rehabilitated projects) and annually during the affordability period (for all projects). HOME uses the same definitions of income as the Section 8 Housing Programs which can be found in 24 CFR Part 813.

A tenant profile and income certification must be completed for each occupied unit of the subject property at application and provided as part of the application. Certifying the adjusted annual income of present tenants allows the project owner (applicant) to determine whether permanent relocation is to be required for tenants who are not income eligible. (See *Attachment 8 Tenant Profile and Income Certification*)

NOTE: Alternate forms of the Tenant (Profile and Income Certification or Occupancy Record) may be used given they provide similar information and are in accordance with Section 8 requirements.

Rent Levels

Rents are controlled for the length of the mortgage loan period. These rents are determined on an annual basis by the U.S. Department of Housing and Urban Development (HUD). The owner will be provided with these rents, which include all utilities. Rents for very-low and low-income families cannot exceed 30% of the families' gross monthly income (including utilities). The utilities paid by tenants must be subtracted from the rents provided to determine the maximum allowable rents. Estimates for utility costs paid by the tenant should be obtained from the local housing authority or equivalent.

The rents determined by HUD may increase or decrease from year to year and are determined as follows:

- HOME Rents: are used for 100 percent of the HOME assisted units as is the Section 8 Fair Market Rents (FMR) as determined by HUD.

Each owner should be aware of the market conditions of the area in which the project is located. The HOME Rents are the MAXIMUM rents, which can be charged. Each project should show

market feasibility not based upon the HOME rents, but rather upon area housing markets and HOME occupancy requirements, which demand occupancy by low-income persons.

Rents shall not exceed the published HOME rents, adjusted for utility arrangements and bedroom size. However, because these rents must also be attractive to lower income tenants, actual rents may be lower than the HOME rent maximum. (See Attachment 16 for the HOME Rent Limits) For projects receiving homeless funding, rents can be no more than 60% of the FMR as determined by USHUD for each particular unit size.

Affordability Terms

HOME assisted units must remain affordable for the term of the mortgage or until the loan is repaid in full. Should the loan be extended, the period of affordability will also be extended until the loan is repaid.

Monitoring and Ongoing Responsibilities

Maximum monthly rents and utility allowances must be recalculated by the owner. The County will annually review rent and utility allowances. The annual income of tenants in HOME projects must be re-examined each year. Procedures for determining income will be decided by the County and Section 8 definitions will apply. Owners must collect and review tenant income on an annual basis during the affordability term.

Tenants whose incomes exceed 80 percent of median may stay in their units. However, these over-income tenants must pay at least 30 percent of their adjusted monthly income for rent and utilities. Projects combining HOME and LIHTC are exempt from this provision.

Owners must conduct on-site inspections for compliance with Section 8 Housing Quality Standards. Inspections will be conducted annually for projects. The County will also conduct an annual review of owner compliance with any written agreements and all program requirements.

In all cases where HOME assistance is provided, a note and mortgage will be recorded. This may be in a junior position to private lender financing. All property will be deed restricted for the affordability period.

Failure to maintain the property with Section 8 Housing Quality Standards during the applicable affordability period may result in the County declaring the owner in default and calling the loan for the HOME funds.

The failure to follow affirmative marketing requirements, provide annual re-certifications of tenant incomes, keep required records and adhere to all requirements agreed to in the written agreement between the property owner and the County may result in declaring the owner in default and calling the loan for the HOME funds.

All applications will be examined to determine that excessive HOME subsidies are not being provided.

HOME funds may be the only source of financing if sufficient justification is provided as to why no other financing is available and the total amount requested does not exceed the maximum HOME subsidy available for the bedroom sizes and the jurisdiction.

Funds to be awarded by Dade County for the proposed project will be based on the financing as

presented in this application. Any subsequent changes to the non-County financing prior to loan closing will result in a re-evaluation.

Monitoring for Compliance

Participating entities will be monitored for compliance with HOME Program requirements. Program compliance will be assessed through annual inspections for compliance with Program requirements and on-site reviews. A Program compliance guide will be provided detailing required responsibilities for continuing Program compliance. The County reserves the right to audit all tenant and project files.

HOME PROGRAM HOMEOWNERSHIP PROGRAM

The purpose of the Homebuyer's Financing Program is to enable low- and very-low-income first-time homebuyers to acquire homes constructed by developers utilizing HOME Program funding to consummate the acquisition. This assistance may be used in the form of a first or second mortgage.

The Program will accomplish the following objectives:

- 1) Provide mortgage assistance for homebuyers purchasing a newly-constructed or existing home;
- 2) Spur reinvestment of private capital in older residential neighborhoods; and
- 3) Complement other public neighborhood revitalization efforts.

Prospective Homebuyer Eligibility

Must be a homebuyer or household that has not owned a home during the three (3) year period immediately prior to purchase with funds from this program. The purchaser's gross annual income must not exceed 80% of median income for the area and must occupy the property as his/her principal residence.

Homeownership Eligible Properties

Eligible properties are limited to single-family homes. The properties may be scattered site units or units within an existing development. Single-family homes are defined as detached homes, town homes, or condominium units.

Program Availability

Countywide, with the exception of the other HOME participating jurisdictions including the cities of City of Florida City, Hialeah, Homestead, Miami, Miami Beach and North Miami. If projects are proposed in the above listed jurisdictions, they require a minimum investment of 25 % of the subsidized amount into the project through that jurisdictions HOME funds.

Homebuyer's Down Payment Equity

A minimum down payment of 3% of the sales price is required.

Minimum Per Unit Subsidy

A minimum of \$1,000 per assisted unit.

Maximum Per Unit Subsidy

A maximum of up to 65% of the purchase price of a single-family home.

Maximum Purchase Price/Appraised Value

The purchase price or appraised value of an assisted property to be acquired by a first-time homebuyer shall not exceed \$236,835 (FHA limit in Dade County).

Forms of assistance to the household

Assistance provided to very-low and low-income households (80% or less of the median income) may be in the form of a 0 to 6% principal and interest payment, interest only or deferred payment second mortgage loan for a term of thirty years based on the household's ability to make payments towards the housing debt ratio.

Proposed first mortgage financing arrangements must be found acceptable to the County. Dade County reserves the right to evaluate and deny any mortgage financing terms not found acceptable and/or beneficial to a participating homebuyer. Estimated total first and second mortgage payments including escrow should not exceed 30% of monthly gross income when determining affordability of units.

Remedy for Breach of Deed Restriction

The unpaid principal and any accrued interest shall immediately become due and payable to the County along with 50% of the net profit from the proceeds of the sale of the unit, if the unit is sold within the first five years for existing units or twenty years for new construction units. If the property is sold after the fifth or twentieth year respectively, only the outstanding principal amount along with any accrued interest will become due.

For further information on the HOME Program, refer to Attachment 5, HOME Regulations.

HOME PROGRAM

COMMUNITY HOUSING DEVELOPMENT ORGANIZATIONS (CHDO)

Definition of CHDO - CHDOs are special types of non-profit housing developers that are accountable to the low-income communities they serve. Because non-profits have emerged over the past decade to be among the most active developers of low-income housing, HOME attempts to promote and expand the capacity of these non-profits for investment in housing **owned, sponsored, or developed** by CHDOs.

By Definition, a CHDO:

1. Must have in its charter, resolutions, or by-laws, a statement that among its purpose is the provision of decent housing that is affordable to lower and moderate-income persons.
2. Must be community-based and have "significant representation" of low-income community residents on the CHDO's board. The regulation requires that at least one-third of the governing board's membership be low-income neighborhood residents, other low-income community residents or elected representatives of low-income neighborhood organizations.
3. A CHDO may be created by a public body provided that the non-profit is not controlled by the public body. For this reason, the public body cannot appoint more than one-third of a CHDO's governing body and at least two-thirds of the CHDO's board membership must be comprised of individuals who are acting in a private capacity.
4. A CHDO must meet the definitional requirement to maintain "accountability to low-income community residents." This may be done through involvement of local residents or neighborhood organizations in the development of the housing project, or the CHDO may solicit local resident input on a project-by-project basis or in its general planning, project selection, and development activities.
5. CHDO must have a "demonstrated capacity for carrying out" HOME related activities. This requirement is met if: 1) the organization has completed a similar type of project; 2) the organization hires an accomplished key staff member who have successfully completed a similar type of housing project; or 3) the organization hires a consultant with the same type of experience and develops a plan to train appropriate key staff members of the organization.
6. A CHDO must have a history of serving the local community for at least one year before HOME funds are committed. However, this requirement may be met by new organizations that are formed by existing organizations with a history of serving the community.

Remember, only those projects in which the CHDO acts as a **developer, sponsor** and/or **owner** of the housing will count towards the HOME CHDO set aside.

CHDO as "Owner"

The CHDO is an "owner" when it holds a valid legal title to or has a long term (99 year minimum) leasehold interest in a property. The CHDO may be an owner with one or more individuals, corporations, partnerships or other legal entities.

Example: A CHDO may solely be the owner with another entity (for profit or non-profit) to act as a developer and construct new, or rehabilitate existing building(s). After completion of the development, the CHDO will maintain ownership of the property.

Sponsoring Rental Housing

For HOME assisted rental housing, the CHDO may develop a project that it solely or partially owns and agrees to convey ownership to a second non-profit organization at a predetermined time prior to or during development or upon completion of the development of the project. The HOME funds are invested in the project owned by the CHDO.

The CHDO sponsor identifies the particular non-profit organization that will obtain ownership of the property prior to commitment of HOME funds.

The second non-profit will assume all HOME obligations (including repayment of loans and tenant and rent requirements) for the project from the CHDO at a specified time. If the property is not transferred to the non-profit organization, the CHDO sponsor will remain liable for the HOME obligations. The non-profit organization must be financially and legally separate from the CHDO sponsor. (The second non-profit may have been created by the CHDO, but nevertheless it is a separate entity from the CHDO.)

The CHDO must provide sufficient resources to the non-profit organization to ensure the development and long-term operation of project.

EXAMPLE: A CHDO enters into a legally binding agreement with Eldercare, an existing non-profit organization experienced in providing enhanced housing services for the elderly. The CHDO agrees to purchase and rehabilitate a vacant 50-unit property and convey the property to Eldercare upon completion of the construction phase. Eldercare will assume responsibility for the long-term management of the project and for the fulfillment of all obligations and requirements associated with the use of the HOME funds.

Sponsoring Homebuyers

For a HOME assisted first time homebuyers program, the CHDO owns and develops a property and transfers title and the HOME loan obligations and resale requirements to a HOME-qualified, first time homebuyer within a specified time frame.

The HOME funds are invested in the property owned by the CHDO. The CHDO sponsor acquires and completes the rehabilitation or construction of the property. At completion of the rehabilitation or construction, the CHDO is required to sell (transfer) the property along with the HOME loan obligations to a first time homebuyer. For further information on the HOME CHDO Program, refer to Attachment 6, CHDO Checklist, and note that a CHDO organization is required to be certified by OCED as a CHDO to be eligible to receive HOME CHDO funds.

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HOUSING FORMS SUBMISSION CHECKLIST AND HOUSING FORMS

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HOUSING FORMS CHECKLIST 2007

HOUSING SUBMISSION CHECKLIST

Please refer to this form when preparing the application. The items in the general section must be submitted with all applications. All items must be submitted in the same order as listed and all corresponding forms must be completed with all requested exhibits. The exhibits must be submitted behind the forms and be identified by the location and page number where the items may be located in the proposal. The bottom portion of this form must be signed by the authorized representative of the agency in order to certify the completeness of your proposal. Forms to be provided by Developer are indicated with an (*). All items must be included.

FORM NO.	TITLE OF FORM
	GENERAL INFORMATION:
	General Features (General Information Part III - Section B General Feature and Amenities)
	Site control (General Information Part III – Section C – Ability to Proceed)
	Organization Capacity and Experience (General Information Part VI)
	z Statement of Applications (General Information Part I)
	HOMEOWNERSHIP:
1	Max. sales price per sq. ft. – SINGLE FAMILY HOMES Max. sales price per sq. ft. – CONDO
2	Closing Costs Form
3	Tenant Relocation
	RENTAL:
1	Rents & Operating Pro-forma
2	Rental Comparison
3	Acceptance of Rental Assistance
	HOMEBUYER EDUCATION:
1	Education and experience of provider
2	Location of provider
3	Educational materials
4	Cost to applicants
5	Post homeownership workshops
6	Counseling Services Forms

Miami-Dade County 2007
Surtax, State Housing Initiative Partnership (SHIP), Homeless

Part I. General Information
Applicant and Development Team

1. Housing Program(s) applied for in this Application (**select one**):

- ☐ Surtax
- ☐ State Housing Initiative Partnership (SHIP)
- ☐ HOME Investment Partnerships (HOME)

2. Applicant Information

Name of Applicant: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

E-Mail Address: _____

Federal Employer
Identification Number: _____

If not yet obtained, provide a copy of the completed, submitted application for the Federal Employer Identification Number behind a tab labeled "Exhibit ____."

a. Is Applicant a legally formed entity qualified to do business in the State of Florida?
Florida as of the Application Deadline?

☐ Yes ☐ No

Provide required documentation behind a tab labeled "Exhibit ____."

b. Is the Applicant a limited partnership or limited liability company?

- ☐ Limited Partnership
- ☐ Limited Liability

c. Is Applicant applying as a Non-Profit organization?

☐ Yes ☐ No

If answer is "Yes", Applicant must respond to (1) and (2) below. If answer is "No", skip Non-Profit status questions and proceed to question 3 below.

(1) Provide the following documentation.

(a) attorney opinion letter behind a tab labeled "Exhibit ____."

(b) IRS determination letter behind a tab labeled "Exhibit ____."

(2) Answer the following questions:

a. Is the Applicant a public housing authority created by section 421.04, Florida Statute?

☐ Yes ☐ No

b. Is the application or one of its general partners a non-profit entity that is an affiliate of a public housing authority created by section 421.04, Florida Statute?

☐ Yes ☐ No

c. Is the application or one of its general partners a public housing authority or incorporated as a non-profit entity pursuant to Chapter 617, Florida Statute, or similar state statute if incorporated outside Florida?

☐ Yes ☐ No

If "no", is the Applicant or one of its general partners a wholly-owned subsidiary of a Non-Profit entity formed pursuant to Chapter 617, Florida Statutes, or similar state statute if incorporated outside Florida?

☐ Yes ☐ No

d. Is the applicant or one of its general partners a 501(c)(4) non-profit entity or is the applicant or one of its general partners a wholly-owned subsidiary of a 501(c)(3) or 501(c)(4) Non-Profit entity?

☐ Yes ☐ No

- e. If "Yes" to question (a), (b), either question at (c) and/or (d) above, answer the following questions:

☐ Yes ☐ No

- f. Does the non-profit entity have an ownership interest, either directly or indirectly, in the general partner or general partnership interest or in the managing member of the managing member's interest in the applicant?

☐ Yes ☐ No

If "Yes", state the percentage owned in the general partnership interest:

_____ %

- (ii) Percentage of Developer's fee that will go to the Non-Profit entity:

_____ %

- (iii) Provide the description/explanation of the role of the Non-Profit entity behind a tab labeled "Exhibit _____."

- (iv) Provide the names and addresses of the members of the governing board of the Non-Profit entity behind a tab labeled "Exhibit _____."

- (v) Provide the articles of incorporation demonstrating that one of the purposes of the Non-Profit entity is to foster low-income housing behind a tab labeled "Exhibit _____."

- (vi) Year Non-Profit entity was incorporated.

_____ (yyyy)

- (vii) Is the Non-Profit entity affiliated with or controlled by a for-profit entity within the meaning of Section 42(h), Internal Revenue Code?

☐ Yes ☐ No

If "Yes," state name of the for-profit entity and what is the percentage of partnership.

_____ %

3. General and Limited Partner(s), Officers, Directors and shareholders

For a Limited Partnership, provide a list of the limited partner(s), and the officers, directors, members, and shareholders of the general partner(s) as of the application deadline, behind a tab labeled "Exhibit _____."

For a Limited Liability Company, provide a list of the member(s), and the officers, directors, members, and shareholders of majority-in-interest or elected managing member(s) as of the application deadline, behind a tab labeled "Exhibit _____." This list must include warrant holders and/or option holders of the proposed development.

For all other entities, provide a list of the officers and directors as of the application deadline, behind a tab labeled "Exhibit _____."

4. Contact Person for this Application

First Name: _____ MI: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail Address: _____
(optional)

Relationship to
Applicant: _____

5. If applying for HOME: Is the applicant applying under the Community Housing Development Organization (CHDO) Set-Aside?

☐ Yes ☐ No

If "Yes" state CHDO Name: _____ and
provide the required information behind a tab labeled "Exhibit _____."

Requested Amount: \$ _____ Requested amount is what % of

Total Operating Budget \$ _____

Total CHDO Operating Budget Amount \$ _____

- A. Will the request for CHDO Funds support a project already funded by Miami-Dade County HOME program?

☐ Yes ☐ No

If yes, what is the name of the County HOME funded Project? _____

How many units of housing will the CHDO funds support?

- B. Will this request for CHDO funds support a housing project being requested in this application cycle?

☐ Yes ☐ No

If yes, what is the name of the project?

How many units of housing will the CHDO funds support? _____

- C. What is the intended use of the HOME funds? _____

- D. Will the CHDO act as a developer, sponsor and/or owner of the project?

☐ Yes ☐ No

- E. The following items must be attached to this application

- 1). CHDO check List with all attachments.
- 2). Detailed line item budget
- 3). Specific activity description and goal(s) (scope of services)

Miami-Dade County is committed to promoting CHDO projects, in addition to the CHDO set-aside.

Is the project developed, owned or sponsored by a CHDO? ____Yes ____

(HOME Only)

General Information
Part II. Development Team

1. Developer or principal of developer

- a. Corporate name of each developer (include all co-developers):

- b. Provide the prior experience for each developing entity in a chart behind a tab labeled "Exhibit _____."

2. Management agent or principal of management agent.

- a. Provide the management agent's prior experience chart behind a tab labeled "Exhibit _____."

3. General contractor or principal of general contractor

- a. Provide the General Contractor's name and prior experience chart behind a tab labeled "Exhibit _____."

- b. Is the construction company a subsidiary of the developing entity or does the developer have an ownership interest in the construction company?

☐ Yes ☐ No

4. ORGANIZATIONAL CAPACITY AND EXPERIENCE

Points will be awarded according to the following criteria:

- County funded Developments completed on time **(20 points)**
- Developers who have never produced County funded affordable housing, but have produced built units **(10 points)**
- County funded developments not completed, but under contract or construction **(5 points)**
- Any County funded developments not completed and/or allocation recaptured **(0 points)**

For developers with multiple scoring of funded activities, the scoring will be based on an average of the points awarded to the total number of developments.

List developments that were previously awarded funds by the Board of County Commissioners (BCC). Attach additional pages as needed. Please indicate if this is the first time you are participating in the Consolidated Request for Application (RFA).

List any experience you may have in developing the type of developments in which funds are requested. Include additional pages as necessary.

Note: Developer must have a minimum of 10+ years in producing affordable housing to be awarded 20 points.

STATEMENT OF APPLICATIONS
PAGE 1 OF 1

5. HOMEOWNERSHIP, RENTAL & HOMELESS DEVELOPMENTS

NOTE: For purposes of this form, applications from different corporate or partnership entities which have the same or related housing financial beneficiaries will be treated as though submitted from the same developer. Failure to complete and submit this form will result in a deduction of at least 25 points.

Developers may not submit more than four applications per funding cycle. An additional **25 points** will be deducted from **all** submittals, beginning with the fifth application. List order of priority.

1. Number of applications submitted in current funding cycle: _____

List name of all applications submitted:

- a. _____
- b. _____
- c. _____
- d. _____

General Information
Part III. Development

A. General Development Information

1. Name of Development:

2. Location of Development Site:

a. Address of Development Site:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Folio # _____

a. Will the development consist of scattered sites?

☐ Yes ☐ No

If "Yes," for each of the sites provide the address, total number of units, and a latitude and longitude coordinate behind a tab labeled "Exhibit _____."

b. Local Jurisdiction:

a. Name of local jurisdiction where development is located:

2. Is the municipality supportive of this proposed development?

☐ Yes ☐ No

Please provide documentation of support from the Mayor or chief elected official as "Exhibit _____."

c. Is the proposed development located at or near (within a one-mile radius) of a Metro Rail station?

☐ Yes ☐ No

If "Yes" please provide documentation behind "Exhibit _____."

d. Is the proposed site within the planning area of the Miami River Commission?

☐ Yes ☐ No

If "Yes" please provide documentation behind "Exhibit _____."

e. If rental, is the proposed development targeted for workforce housing (non-tax credit) serving households between 60 – 120 % AMI?

☐ Yes ☐ No

f. Is the property located in an eligible block group (HOME funds only)?

☐ Yes ☐ No

3. Is the applicant applying for acquisition?

☐ Yes ☐ No

If "Yes" answer questions (a) through (c) below:

a. Is/are the building(s) acquired or to be acquired from a related party?

☐ Yes ☐ No

b. Name of previous owner:

c. Relationship to applicant:

4. Will this development require rehabilitation as a historic building?

☐ Yes ☐ No

If "Yes" answer questions (a) through (b) below:

a. Date the development originally placed in service:

_____ (mm/dd/yyyy)

b. Date and cost of last rehabilitation:

_____ (mm/dd/yyyy) Cost: \$ _____

5. Development Category

a. Select one category

- ☐ New Construction (where 100% of the units are new construction)
- ☐ Acquisition and new construction (acquisition plus 100% or more of the units are new construction) Available for HOME applications only.
- ☐ Rehabilitation
- ☐ Acquisition and rehabilitation

b. Select one category

- ☐ Rental
- ☐ Homeownership
- ☐ Rental Homeless
- ☐ Other – Specify _____

6. Development Type

- | | |
|---|--|
| — Garden Apartment | — Duplexes/Quadraplexes |
| — Townhouses | — Mid-Rise with Elevator (a building comprised of 4 stories) |
| — High-Rise (a building comprised of 7 or more stories) | — Single Room Occupancy (SRO) |
| — Single Family Rental | — Other – Specify: _____ |
| — Single Family Homeownership | |
| — Condominium | |

a. Total number of units

Total number of buildings

b. Unit Mix:

# of Bedrooms per unit	# of Baths per unit	# of Units per bedroom type

7. Development Status

a. Has rehabilitation or new construction work commenced?

☐ Yes ☐ No

(1) If "Yes" and application for new construction, when were the building permits issued? _____ (mm/dd/yyyy)

(2) If "Yes" and application is for rehabilitation, were building permits required?

☐ Yes ☐ No

If "Yes" and when were the building permits issued? _____ (mm/dd/yyyy)

If "No" when did the work commence? _____ (mm/dd/yyyy)

b. Is the development complete?

☐ Yes ☐ No

If "Yes" when were the certificates of occupancy issued? _____ (mm/dd/yyyy)

c. Are any of the units occupied?

☐ Yes ☐ No

d. If the proposed development under construction or rehabilitation is not yet complete, what is the anticipated placed-in-service date?

_____ (mm/dd/yyyy)

8. Concentration of affordable units

Indicate which one of the following applies to this application:

- The proposed development is located near (within one-mile) of existing public housing.
- The proposed development is located within two miles of a publicly-funded affordable rental housing development or homeless facility.
- None of the above applies to this application.

General Forms

B. General Features and Amenities (a maximum of 10 points will be awarded for this section)

3 or more items – 2 points _____

7 or more items – 5 points _____

10 or more items - 10 points _____

1. Required for all developments

Does the applicant commit to provide the following items, as applicable, for the proposed development?

☐ Yes ☐ No

a. all units for all developments (check all that apply):

- Air conditioning in all units (window units are not allowed; however, through-wall units are permissible for rehabilitation);
- Window treatments for each window inside each unit;
- Termite prevention and pest control throughout the entire affordability period;
- Exterior lighting in open and common areas.

b. All units in all developments except SRO (check all that apply):

- Cable or satellite TV hook-up in all units;
- Range, oven and refrigerator in all units;
- At least two full bathrooms in all 3 bedroom or larger new construction units;
- Bathtub with shower in at least one bathroom in at least 90% of the new construction non-elderly units.

c. All SRO developments (check all that apply):

- Minimum unit size of 110 square feet;
- Each unit must contain at least one full size single bed, a lockable storage compartment or chest of drawers and vertical clothes closet measuring at least three feet wide;
- Each unit must contain a sink;
- At least one set of bathroom facilities for every 16 units (each bathroom facility must contain a ratio of at least one sink, one shower with curtain or

- door and one toilet with door for every 4 units);
- Community center or meeting room featuring a television with cable or satellite TV hook-up;
- Public transportation within .5 mile.

2. New construction

a. New construction developments (check all that apply):

- Gated community with “carded” entry or security guard, or if 2 or more stories, “carded” secure entry to building
- Ceramic tile bathroom floors in all units
- Microwave oven in each unit
- Marble window sills in all units
- Steel exterior entry door frames for all units
- At least 1.5 bathrooms (one full bath and one with at least a toilet and sink) in all 2 bedroom new construction units
- Double compartment kitchen sink in all units
- Pantry in kitchen area in all units – must be no less than 20 cubic feet of storage space. Pantry cannot be just an under-or over-the-counter cabinet
- Dishwasher in all new construction units
- Garbage disposal in all new construction units

b. For rehabilitation/substantial rehabilitation developments (check all that apply):

- New kitchen cabinets and counter top(s) in all units
- 30 Year expected life roofing on all buildings
- Gated Community with “carded” entry or security guard, or if 2 or more stories, “carded” secure entry to building
- Ceramic tile bathroom floors in all units
- Microwave oven inside each unit
- Marble window sills in all units
- Dishwasher inside each unit
- Garbage disposals inside each unit
- Steel exterior entry door frames for all units

- Double compartment kitchen sink in all units
- New bathroom cabinet(s), excluding medicine cabinet, in all units
- New range and oven in all units
- New refrigerator in all units
- New plumbing fixtures in kitchen and bathroom(s) in all units

c. For all developments except SRO (check all that apply):

- Emergency call service in all units
- Exercise room with appropriate equipment
- Community center or clubhouse
- Swimming pool
- Playground/tot lot, accessible to children with disabilities (must be sized in proportion to Development's size and expected resident population with age-appropriate equipment)
- Car care area (for car cleaning/washing)
- Two or more parking spaces per total number of units
- Picnic area with hard cover permanent roof of a design compatible with the Development, open on all side, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill
- Outside recreation facility (such as shuffleboard court, putting green, tennis court, full basketball court, volleyball court, etc.) Facility must be identified here: _____
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions
- Computer lab on-site with minimum one computer per 50 units, with basic word processing, spreadsheets and assorted educational and entertainment software programs and at least one printer
- Laundry hook-ups and space for full-size washer and dryer inside each unit
- Washer and dryer in dedicated space with hook-ups within each unit, provided at no charge to the resident during the term of any lease
- Laundry facilities with full-size washers and dryers available in at least one common area on site
- Laundry facilities with full-size washers and dryers available in at least one common area on every floor if Development consists of more than one story

d. Single Family Rental or Duplexes/Quadrplexes (check all that apply):

- Garage for each unit which consists of a permanent, fully enclosable structure designed to accommodate one or more automobiles, either attached to the unit or detached but located on the same property, provided at no charge to the resident
- Carport for each unit which consists of a portion of the property behind each unit that is enclosed by a wood, privacy or chain link fence of a minimum height of 48". Direct access to the fenced back yard for each unit must be afforded solely by a door from that unit and no other unit

e. SRO developments (check all that apply):

- Emergency call service in all units
- Exercise room with appropriate equipment
- Secure, enclosed bicycle storage
- Cable or satellite TV hook-up in each unit
- Picnic area with hard cover permanent roof of a design compatible with the Development, open on all sides, containing at least three permanent picnic tables with benches and an adjoining permanent outdoor grill
- Outside recreation facility (such as shuffleboard court, putting green, tennis court, full basketball court, volleyball court, etc.) Facility must be identified here: _____
- Library consisting of a minimum of 100 books and 5 current magazine subscriptions
- Computer lab on-site with minimum one computer per 50 units, with basic word processing, spreadsheets and assorted educational and entertainment software programs and at least one printer
- Laundry facilities with full-size washers and dryers available in at least one common area on site
- Laundry facilities with full-size washers and dryers available in at least one common area on every floor if Development consists of more than one story

f. Energy conservation features for all buildings in the development (check all that applies):

(1) Heating – Applicant may select one of the following three items:

- Heat pump with a minimum HSPF of 7.4 instead of electric resistance
- Heat pump with a minimum HSPF of 7.5 instead of electric resistance
- Gas hydronium combo unit HVAC
- Air conditioning with SEER rating of 12 or better
- Air conditioning with SEER rating of 13 or better
- Gas water heater with energy factor of .58 or better or electric water heater with energy factor of .91 or better
- Wall insulation of R-13 or better for frame built construction or wall insulation of R-7 or better for masonry/concrete block construction
- Attic insulation of R-30 or better
- Attic insulation of R-19 with radiant barrier on top floor only
- Solar screens on all west and east facing windows
- Double-pane glass on all windows
- Double-pane windows with minimum solar heat gain coefficient of .58 or better
- Single-pane windows with shading coefficient of .67 or better
- Ceiling fans in all bedrooms and living area in each unit

C. Ability to Proceed (A maximum of 25 points will be awarded for this section)

1. Evidence of Site Control:

Applicant must demonstrate site control by providing the following documents:

- Provide a recorded deed or recorded certificate of title behind a tab labeled "Exhibit _____" **(25 points)**
OR
- Provide a copy of the fully executed long-term lease behind a tab labeled "Exhibit _____" **(25 points)**
OR
- Provide a fully executed qualified contract for purchase and sale for the subject behind a tab labeled "Exhibit _____" **(10 points)**
OR
- Other "Exhibit _____" **(0 points)**

2. Evidence of Infrastructure Availability:

- Electricity – Provide a letter from the provider or the Verification of Availability of Infrastructure – Electricity Form behind a tab labeled "Exhibit _____"
- Water – Provide a letter from the provider or the Verification of Availability of Infrastructure – Water Form behind a tab labeled "Exhibit _____"
- Sewer, Package Treatment or Septic Tank – Provide a letter from the provider or the Verification of Availability of Infrastructure – Sewer Capacity, Package Treatment, or Septic Tank Form behind a tab labeled "Exhibit _____"
- Roads – Provide a letter from the appropriate Local Government or the Verification of Availability of Infrastructure – Roads Form behind a tab labeled "Exhibit _____"

3. Evidence of Appropriate Zoning:

- New Construction Development – Provide a properly completed and executed Local Government Verification That Development Is Consistent With Zoning And Land Use Regulations Form behind a tab labeled "Exhibit _____"
OR
- Rehabilitation/Substantial Rehabilitation Developments – Provide a properly completed and executed Local Government Verification That Development Is Consistent With Zoning And Land Use Regulations Form or a properly completed and executed Local Government Verification That Permits Are Not Required For This Development Form behind a tab labeled "Exhibit _____"

D. Demographic Commitment

1. Elderly

a. Will the proposed Development be an ALF?

☐ Yes ☐ No

b. Provide evidence of a local need for low-income Elderly housing (non- ALF or ALF) behind a tab labeled "Exhibit _____"

2. Homeless – Provide the properly completed and executed Verification of Inclusion in Local Homeless Continuum of Care by Plan by The Homeless Trust behind a tab labeled "Exhibit _____"

3. Family – Development will serve the general population.

E. Set-Aside Commitments

A. Minimum Number of County Assisted Units (HOME Requirement)

1. Total County funding Requested: \$ _____

2. Total Development Cost: \$ _____

3. Percentage of Total Development Cost provided by County
funds requested _____%

(Divide (1) by (2) and round up to the next whole percentage number)

4. Total number of units in Development _____

5. Minimum number of County-Assisted Units as a percentage _____%

(Multiply (4) by (3) and round up to the next whole number)

6. Minimum number of County-Assisted Units as a percentage: _____%

(Divide (5) by (4) and round percentage to two decimal places)

B. Commitments to Set Aside Units Beyond the Minimum:

Does the Applicant commit to additional County-Assisted Units beyond the minimum?

☐ Yes ☐ No

If yes, answer the following questions:

- (1) How many? _____
- (2) Percentage of additional County-Assisted Units: _____%
(Divide number shown in b.(1) by a.(4) and round percentage to two decimal places)
- (3) Is the minimum number of County-Assisted Units required, as shown at a.(5), plus the additional County-Assisted Units, as shown at b.(1), either equal to or less than the total number of units in the Development?

☐ Yes ☐ No

C. Total Set-Aside percentage: _____%
(Add a.(6) and b(2) and round percentage to two decimal places)

Resident Programs

1. Qualified Resident Programs for Non-Elderly and Non-Homeless Developments

a. Welfare to Work or Self-Sufficiency Programs (1 point)

Identify the program and the contact person:

Name of Welfare to Work or Self-Sufficiency Program:

Name of Contact Person:

Telephone Number:

Address: _____

City: _____ State: _____ Zip: _____

b. Homeownership Opportunity Program:

- ☐ (1) Financial Assistance with Purchase of a Home (2 points)
OR (for HC Single Family Rental Developments Only)
- ☐ (2) Assistance with the purchase of a Unit in the Development

Check all that apply:

- After School Program for Children
- First Time Homebuyer Seminars
- Literacy Training
- Job Training

2. Qualified Resident Programs for Homeless Developments – SRO and Non-SRO

a. The following resident programs are available for SRO Developments only:

- Staffed Kitchen/Cafeteria
- Daily Activities

b. The following resident programs are available for Non-SRO Developments only:

(1) Homeownership Opportunity Program:

- ☐ a. Financial assistance with Purchase of a Home
OR (for HC Single Family Rental Developments Only)
- ☐ b. Financial Assistance with Purchase of a Unit in the Development

(2) After School Program for Children

(3) First Time Home Buyer Seminars

c. The following resident programs are available for both SRO and Non-SRO Developments:

(1) Welfare to Work or Self Sufficiency Programs

Identify the program and the contact person:
Name of Welfare to Work or Self-Sufficiency Program:

Name of Contact Person:

Telephone Number:

Address: _____

City: _____ State: _____ Zip: _____

— Literacy Training

— Job Training

3. Qualified Resident Programs for Elderly Developments. Check all that apply:

— Private Transportation

— Daily Activities

— Assistance with Light Housekeeping, Grocery Shopping and/or Laundry

— Resident Assurance Check-In Program

— Manager On-Call 24 Hours Per Day

4. Qualified Resident Programs for All Applicants (Check all that apply):

— Health Care

— Resident Activities

— Health and Nutrition Classes

— Financial Counseling

— English as a Second Language

— Resident Assistance Referral Program

— Swimming Lessons

— Life Safety Training

— Mentoring

1. Does any portion of the Development involve rehabilitation work?

- ☐ Yes
- ☐ No

2. Tenant Relocation Information for Existing Properties

a. Are there any units occupied?

- ☐ Yes
- ☐ No

b. How many total units now exist in the development? _____

c. How many units are occupied? _____

d. Based on the income information of each tenant, is permanent relocation (displacement) anticipated during or after the rehabilitation period?

- ☐ Yes – Number of units affected? _____
- ☐ No

Part IV. General Forms

Financing

A. Funding

1. Funding Request

☐ HOME \$ _____
☐ SHIP \$ _____
☐ Surtax \$ _____

DEVELOPMENT COST PRO FORMA

PROJECT COST	County Funds Requested	Other Public Funding	Other Financing
<i>Actual Construction Cost</i>			
Demolition			
New Units			
Rehab of Existing Rental Units			
Accessory Buildings			
Recreational Amenities			
Rehab of Existing Common Areas			
*Other (explain in detail)			
A1. Actual Construction Cost			
Contingency (explain in detail)			
A1.1 Sub-Total			
A1.2 General Contractor Fee			
A1.3 Total Actual Construction Cost			

<i>Financial Cost</i>			
Construction Loan Credit Enhancement			
Cons			
Construction Loan Interest			

Construction Loan Origination Fee			
Bridge Loan Interest			
Bridge Loan Origination Fee			
Permanent Loan Credit Enhancement			
Permanent Loan Origination Fee			
Reserves Required By Lender			
A2. Total Financial Cost			

<i>General Development Cost</i>			
Accounting Fees			
Appraisal			
Architect's Fee – Design			
Architect's Fee – Supervision			
Builder's Risk Insurance			
Building Permit			
Brokerage Fees – Land			
Brokerage Fees – Building			
Closing Costs – Construction Loan			
Closing Costs – Permanent Loan			
Engineering Fee			
Environmental Fee			
Environmental Report			
*Impact Fees (list in detail)			
Inspection Fees			
Insurance			
Legal Fees			
Market Study			
Marketing/Advertising			
Property Taxes			
Soil Test Report			

Survey			
Title Insurance			
Utility Connection Fee			
*Other (explain in detail)			
*Contingency (7) (explain in detail)			
A3. Total General Development Cost			

B. Development Cost (A1.3+A2+A3)			
---	--	--	--

C. Developer's Fee			
---------------------------	--	--	--

<i>ACQUISITION COST OF EXISTING DEVELOPMENTS (EXCLUDING LAND)</i>			
Existing Buildings			
Developer Fee on Existing Buildings			
*Other (explain in detail)			
D. Total Acquisition Cost			

<i>LAND COST</i>			
E. Total Land Cost			

F. Total Development Cost (B+C+D+E)			
--	--	--	--

Detail/Explanation Sheet

Development Cost

<i>Acquisition Cost of Existing Developments:</i>
Other

<i>Actual Construction Cost:</i>
Off-Site
Other:
Contingency:

<i>General Development Costs:</i>
Impact Fees:
Other:
Contingency:

Note: Neither brokerage fees nor syndication fees can be included in eligible basis. Consulting fees, if any and the cost of an independent HC market study must be paid out of the Developer fee. Consulting fees include, but are not limited to, payments for Application consultants, construction management or supervision consultants, or local government consultants.

CONSTRUCTION OR REHAB ANALYSIS

	Amount	Location of Documentation
A. Total Development Cost		
B. Sources		
County Funds		
First Mortgage Financing		
Second Mortgage Financing		
Third Mortgage Financing		
Deferred Developer Fee		
Grants		
Equity – Partner's Contribution		
Other:		
Other:		
Total Sources		
C. Financing Shortfall (A minus B:		

PERMANENT ANALYSIS

	Amount	Location of Documentation
A. Total Development Cost		
B. Sources		
County Funds Requested		

Part V. General Form

B. Financial Beneficiaries

Page 1 of 2

FINANCIAL BENEFICIARIES DISCLOSURE: This application must fully disclose any person or entity defined as a financial beneficiary pursuant to Rule 67-48.002, F.A.C.

FAILURE TO ACCURATELY AND FULLY DISCLOSE ALL INFORMATION REQUESTED BELOW WILL RESULT IN REJECTION OF THE APPLICATION.

Financial Beneficiary Disclosure for the proposed development:

On the chart below list the names of all persons or entities that are financial beneficiaries as defined by Rule 67-48, F.A.C. in the proposed development excluding limited partner investors through housing credit syndication, third-party lenders, and third-party management agents for each application submitted in this cycle.

Name of Financial Beneficiary	Name(s) of Other Applications Submitted in This Cycle

Part V. General Form

B. Financial Beneficiaries

Page 2 of 2

NOTE: If additional space is necessary, chart may be photographed and attached as an exhibit. If so, please indicate that the completed chart can be found behind tab labeled "Exhibit _____"

DEFINITIONS

"Financial Beneficiary" means one who is to receive a financial benefit of the total development cost (including deferred fees).

This definition includes any party which meets the above criteria, such as the developer and its principals and principals of the applicant entity. This definition does not include third party lenders, Housing Credit Syndicators, Credit Enhancers who are regulated by a state or federal agency.

"Principal" means an applicant, any general partner of an applicant, and any officer, director, or any shareholder of any applicant or shareholder of any general partner of an applicant.

Part VII – General Forms**Homeownership**

Form #	Scoring Items	Maximum Points
	General Features (General Information Part III - Section B General Feature and Amenities)	10
	Site control (General Information Part III – Section C – Ability to Proceed)	25
	Organization Capacity and Experience (General Information Part VI)	20
	Statement of Applications (General Information Part I)	0
1	Max. sales price per sq. ft. – SINGLE FAMILY HOMES Max. sales price per sq. ft. – CONDO	30
2	Closing Costs Form	15
3	Tenant Relocation	0
	Total	100

Homeownership

MAXIMUM SALES PRICE PER SQ. FT.

FORM 1

PAGE 1 OF 1

**STATEMENT OF MAXIMUM FUNDING AND
SALES PRICE PER SQ. FT. (SINGLE FAMILY HOMEOWNERSHIP ONLY)
(check the one that applies)**

☐ Homeownership

☐ Condominium

Total Land Cost for this development: _____

What is the targeted median income for the units? _____

MODEL TYPE	# OF UNITS	# OF BEDROOMS	MAXIMUM AMOUNT \$ PER UNIT REQUESTED	SALES PRICE PER UNIT	SQ. FT.	SALES PRICE PER SQ. FT.

A maximum of 30 Points will be awarded for the development selling for the lowest per sq. ft. price as follows:

Scoring:

The application with the lowest price per square foot will receive **30** points. The application with the highest price per square foot will receive **0** points. Pro-rata scores will be given for applications which fall between the highest and lowest price per square foot.

Note: The information provided on this page will be used as the basis for contract compliance, should the development be funded.

Homeownership

CLOSING COSTS FORM

Form 2

PAGE 1 OF 1

HOMEOWNERSHIP CLOSING COST FORM

As part of this RFA, the developer will be required to pay Abstracting costs, owner/lender's title insurance, Documentary Stamps on Deed, and Survey costs on behalf of the buyer. The developer's commitment shall be incorporated as part of the County's contract if funded.

Developer is willing to pay closing cost over and above RFA requirements.

☐ Yes ☐ No

If yes, specify dollar amount: \$ _____

Scoring: Up to 15 points will be awarded for closing costs paid by developer over requirement

\$2,250.00 - 5 points
\$4,500.00 - 10 points
\$6,750.00 - 15 points

NOTE: Closing cost paid by another entity on your behalf is not to be reflected on this page. You will not be credited with any points for closing cost paid by any other entity.

Homeownership

TENANT PROGRAMS AND RELOCATION

Form 3

PAGE 1 OF 2

TENANT RELOCATION INFORMATION FOR EXISTING PROPERTIES

1. If converting an existing property, is temporary relocation anticipated during the rehabilitation period?

☐ Yes ☐ No

If yes, the number of units affected: _____

3. Is permanent relocation (displacement) anticipated during or after the rehabilitation period?

☐ Yes ☐ No

If yes, the number of units affected: _____

4. Describe how you plan to cover the cost of relocation. Detail how the temporary and permanent relocation will be handled (relocation costs are not eligible soft costs).

Homeownership

TENANT PROGRAMS AND RELOCATION

Form 3

PAGE 2 OF 2

TENANT RELOCATION INFORMATION FOR EXISTING PROPERTIES

- a. A tenant profile must be submitted for each occupied units. An example is provided at Appendix #8. Alternate forms may be used if the same information is provided. Tenant profile forms are found directly behind this form labeled "Exhibit _____"

- b. Is temporary relocation anticipated during the rehabilitation or period?

☐ Yes ☐ No

If yes, the number of units affected: _____

- c. Is permanent relocation (displacement) anticipated during or after the rehabilitation period?

☐ Yes ☐ No

If yes, the number of units affected: _____

- d. Describe how you plan to cover the cost of relocation. Detail how the temporary and permanent relocation will be handled (relocation costs are not eligible soft costs under the State and County HOME programs) Please place documentation behind "Exhibit _____."

Rental

Form #	Scoring Items	Maximum Points
	General Features (General Information Part III - Section B General Features and Amenities)	10
	Site control (General Information Part III – Section C – Ability to Proceed)	25
	Organization Capacity and Experience (General Information Part I)	20
	Statement of Applications (General Information Part I)	0
1	Rents & Operating Pro-forma	20
2	Rental Comparison	30
3	Acceptance of Rental Assistance	0
	Total	105

Rental Forms

Rents and Operating Pro-Forma Form 1

Page 1 of 5

Development Name: _____

Development Address: _____

A. Rent levels:

Rents are controlled for the length of the applicable affordability period. Unless targeted as workforce housing, these maximum rents are determined on an annual basis by HUD. Rents for the first year are provided as (see attachment) and include all utilities. Tenants paid utilities must be subtracted from the gross rents provided to determine net rents which are the maximum initial allowable rents. **Each owner should use the utility allowance schedule of the local Public Housing Authority to make the utility adjustments.** These rents may increase or decrease from year to year. Also, these rents are not necessarily representative of market conditions.

Each owner should be aware of the market conditions of the area in which the development is located. Federal Fair Market rents are **maximum** rents which can be charged. Each development should show market feasibility **not** based upon these HOME rents but upon area housing markets and the occupancy requirements which require occupancy by low income persons. Actual rents charged should **not** exceed the published rents, adjusted for utility allowances and bedroom size.

B. Miami-Dade Housing Agency Rental Units and Proposed Rents

One hundred percent (100%) of MDHA-assisted rental units must have rents that do not exceed the Section 8 Fair Market Rents (FMRs) for existing housing minus tenant-paid utilities (see attachments for rent limits). Provide your proposed rents for the development based upon market conditions. **NOTE:** Proposed rents may be less than the rents, but not more. Tax credit developments will use the rental amounts published by the Florida Housing Finance Corporation minus tenants paid utility as published by M.D.H.A. (see attachments)

C. MIAMI-DADE COUNTY ASSISTED RENTS (MUST USE MDHA UTILITY ALLOWANCE CHART, see attachment 14)

Calculate county assisted units as follows:

Total funds requested ÷ Number of set-aside units in development = Number of assisted units

Rental Forms

Rents and Operating Pro-Forma Form 1

Page 2 of 5

This form will be included in the County's contract and the Rental Regulatory Agreement.

Miami-Dade County Assisted Units

% of Median Income	A # of Bedrooms	B # of Units	C Sq. Ft. of Living Area	D Fair Market Rent	E Tenant Paid Utility Allow.	F Proposed Net Rent	G Net Rent /Sq. Ft.
	0			\$	\$	\$	\$
	1			\$	\$	\$	\$
	2			\$	\$	\$	\$
	3			\$	\$	\$	\$
	4			\$	\$	\$	\$
	5			\$	\$	\$	\$
	TOTAL			\$	\$	\$	\$
Annual Income						\$	

*Living area should be defined as only air conditioned spaces.

Non-Miami-Dade County Assisted Units

D.

% of Median Income	A # of Bedrooms	B # of Units	C Sq. Ft. of Living Area	D Fair Market Rent	E Tenant Paid Utility Allow.	F Proposed Net Rent	G Net Rent Sq. Ft.
	0			\$	\$	\$	\$
	1			\$	\$	\$	\$
	2			\$	\$	\$	\$
	3			\$	\$	\$	\$
	4			\$	\$	\$	\$
	5			\$	\$	\$	\$
	TOTAL			\$	\$	\$	\$
Annual Income						\$	

\$

Rental Forms

Rents and Operating Pro-Forma Form 1

Page 3 of 5

I. OPERATING PRO FORMA *(Rental Only) 20 points*

A. Submit an Operating Pro Forma for the proposed development which projects operating expenses and income. *The Operating Pro Forma can be found at tab labeled "Exhibit ____".*

B. If loan or other funding approval is in place, insert the actual interest rate(s), terms and assumptions used in obtaining the commitment.

Evidence of the figures used to obtain the commitment can be found directly behind this form at tab labeled "Exhibit____".

USE THE FOLLOWING ASSUMPTIONS IF ALL SOURCES OF FUNDING ARE NOT FIRMLY COMMITTED.

Mortgage Rate: 8% (includes servicing fees)

- ♦Mortgage Term: 30 year amortization
- ♦Vacancy Rate: 5%
- ♦Annual Rental Income Increase Rate: 3%
- ♦Operating Reserves of 3%
- ♦Replacement Reserves of \$300 per unit
- ♦Operating Expenses of \$3,000 per unit per year

Rental Forms

Rents and Operating Pro-Forma Form 1

Page 4 of 5

NOTE: Variances from the above assumptions may be made only if adequate data are attached hereto as an Exhibit to justify the exception. If anticipated vacancy rates or annual expenses for a particular market area are higher, then the higher numbers should be used.

If applicable, justification can be found directly behind this form at tab labeled "Exhibit ____"

II. PRO FORMA FORMAT

Complete the Pro Forma Form shown below and project figures for construction and rehabilitation developments for **30 years**. Attach a detailed explanation of all projections. *A detailed explanation of all projections can be found directly behind this form at tab labeled "Exhibit ____".*

Rental Forms

Rents and Operating Pro-Forma Form 1

Page 5 of 5

INCOME (must agree with total income from page 2 of this form)

Gross Rental Income
(attach rent schedule) \$ _____
Other Income (specify source) \$ _____

Subtotal \$ _____
Minus Vacancy (5% of Subtotal) \$(_____)

(A) INCOME \$ _____

OPERATING EXPENSES

Salaries \$ _____
Repair and Maintenance \$ _____
Utilities \$ _____
Administration \$ _____
Contract Services \$ _____
Management Fees \$ _____
Insurance \$ _____
Miscellaneous \$ _____
Real Estate Taxes \$ _____
Replacement Reserve \$ _____
EXPENSES \$ _____

NET OPERATING INCOME

(A) Income \$ _____
(B) Expenses \$(_____)
Net Operating Income \$ _____

DEBT SERVICE COVERAGE

(A) Net Operating Income \$ _____
(B) Annual Debt Service
for all mortgages \$ _____
(C) Debt Service Ratio
[divide (A) by (B)]* \$ _____

If debt service coverage relies on other sources of funds in addition to net operating income, attach separate sheet(s) describing source of funds. *The attachment(s) can be found directly behind this form at tab labeled "Form____ Exhibit____".*

Note: * must be a minimum 1.10

Rental Comparison Form 2

A) Rent comparison (tax credit and bond financing with tax credit developments only)

Calculate;

1. Total rent \$_____
2. Air conditioned square footage of living area. : _____
3. Rent per square foot _____ : _____

Note: Living area is to be considered air conditioned spaces; no common areas, no overhangs, no balconies, etc.

Calculate;

1. Total rent \$_____
2. Air conditioned square footage of living area. : _____
3. Rent per square foot _____ : _____

Note: A separate comparison will be made for tax credit, and bond financing with tax credits and non-tax credit developments, total scores for each will be different because of the required data on this form.

Rental Forms

Rental Acceptance of Payments Form 3

Page 1 of 1

ACCEPTANCE OF RENTAL ASSISTANCE PAYMENTS (Rental Developments Only)

A. Is rental assistance anticipated for this development?

_____ Yes _____ No

B. If yes, please check all sources that apply:

TENANT-BASED

Housing Vouchers (Section 8) _____
Housing Vouchers State _____
HOPWA * _____
Other _____

PROJECT-BASED

Other HUD _____
HOPWA * _____
Other _____

Number of units receiving assistance:

Number of years on rental assistance contract:

Does the applicant commit to accept and actively seek prospective tenants from public housing waiting lists or who will use federal rental vouchers as payment of rent?

_____ Yes _____ No

If yes, describe the marketing effort to be used: _____

NOTE: The information requested on this form will be used in determining "Acceptance of Rental Assistance Payments" (5 points).

Examples of suitable marketing efforts are newspapers, bus signs, bench signs, billboards, direct mailing, and notification of vacancies to housing authorities. All HOME developments with five (5) or more housing units **must** adopt affirmative marketing efforts in accordance with 24 CFR Part 92.351.

* HOPWA = Housing Opportunities People With Aids

Rental Forms

Tenant Expenses

Form 4

Page 1 of 4

ADDITIONAL TENANT EXPENSES:

Targeted Tenant Incomes? _____

How much is the application fee? _____

Is the application fee refundable? _____ Yes _____ No

(If in excess of \$75 will deduct 10 points per \$50 in excess of \$75)

Will tenants have to pay additional costs for?

_____ Parking (garage access)
If yes, what is the cost? _____

_____ Cable
If yes, what is the cost? _____

_____ Washer/Dryer
If yes, what is the cost? _____

Who will manage the property?

Include property management plan and occupancy requirements.

Rental Forms

Tenant Expenses

Form 4

Page 2 of 4

1) SPECIAL FEATURES: (Rental and Homeless Developments Only)

Special features relating to the needs of the following targeted populations.

ELDERLY/HANDICAPPED/DISABLED:

- ☐ Bathrooms meet handicapped accessibility standards
- ☐ Meal service available on-site or delivered
- ☐ Transportation available
- ☐ Emergency call service in units
- ☐ No internal stairways in units
- ☐ All units for special needs on first floor or accessible by elevator
- ☐ Other, describe: _____

2) LARGE FAMILY SPECIAL TARGET GROUP

Developments accommodating large families (those providing units with four or more bedrooms).

A. Does the development have any units with three or more bedrooms to bedrooms aside for targeted families?

☐ Yes ☐ No

If yes, how many 3-bedroom/4-bedroom units?

3) Workforce Housing Agency

Developments for families and individuals whose income exceeds 60% AMI, but not 140% of the AMI. If so, what percentage of the units will be available for workforce housing? _____

4) Developments that will make units available for Housing for Persons with Aids (HOPWA). If so what percentage? _____

HOMEBUYER COUNSELING

Page 1 OF 1

Miami-Dade Housing Agency (MDHA) will be accepting applications for homebuyer counseling for the 2006-07 fiscal year, and the total amount available is \$300,000. The County will not pay fees for individual counseling services, but may refer clients.

Selected applicants must serve one of three geographical areas: North Dade (41st Street north to Countyline Rd.), Central (41st Street south to SW 72 Street) and South (SW 72nd Street south to Countyline Rd.).

Applicants must have HUD or NCHCEC (Center for Homeownership Education and Counseling formerly known as AHECTI-American Homeownership Education & Counseling Training Institute) certified staff (must provide copies of certification) and have proficiency to provide training in at least two languages (English plus one other).

Please provide the information in the following order.

Tab 1 - Education and experience of provider

Tab 2 - Location of provider

Tab 3 - Educational materials

Tab 4 - Cost to applicants

Tab 5 - Post homeownership workshops

Tab 6 – Counseling Service Forms

HOMEBUYER EDUCATION & COUNSELING

SECTION	SCORING ITEMS	MAXIMUM POINTS
1	Education and experience of provider	40
2	Location of provider	10
3	Educational materials	15
4	Cost to applicants	15
5	Post ownership workshops	10
6	Counseling Service Forms	10
	MAXIMUM POINTS	100

Do not complete the Educational and Counseling Sections unless you intend to apply to perform the services. Counseling services must include such topics as: types of financing, how to find appropriate financing, fair housing practices, credit counseling, budget and money management, selecting a neighborhood, consideration of schools, employment and transportation, how to locate a home, how to negotiate a purchase price, home maintenance and the advantages of purchasing a home in de-concentrated areas.

The County through MDHA, requests that agencies with a demonstrated ability to provide educational and counseling services to prospective homebuyers, apply to perform those services in accordance with the instructions provided.

Please provide detailed documentation to support the following:

154

e. Has your agency received other funding for counseling services?
please list: _____

2. Location of provider (maximum of 10 points)

Agency's access to centrally located sites throughout the County to conduct workshops.

_____ Various locations (countywide) 10 Points
_____ One location accessible via Metrorail/ Bus service 5 Points

3. Educational materials (maximum of 15 points)

Agency provides educational materials as part of the course, which the applicants may keep and use as a reference. Include materials **(materials cannot be older than two year from the time if this application).**

_____ No materials 0 Points
_____ Comprehensive manual 5 Points
_____ Brochures and action plan 5 Points
_____ Comprehensive manual, 15 points
_____ Brochures and Action Plan

4. Cost to applicants (maximum of 15 points)

Cost of workshop to applicants:

_____ \$76 to \$100 0 Points
_____ \$51 to \$75 2 Points
_____ \$25 to \$50 8 points
_____ \$0 15 Points

Agencies that apply a cost to the applicants must be licensed and bonded. Documentation must be attached to receive points.

Home Buyer Educational Counseling Services Forms

5. Post homeownership workshops (maximum of 10 points)

Will you provide post homeownership workshops for persons who you served, as well as current homeowners who are experiencing delinquency. **Action plan must be attached to receive the points.**

____ Yes 10 Points
____ No 0 Points

6. Home Buyer Educational Counseling Services Forms (maximum of 10 points)

Provide a summary of your counseling program, components, evidence of joint venture agreements (only if other agencies are included), and a program budget detailing funding and services (**points may be prorated depending upon how detailed the program budget is prepared**).

____ 10 points

HOMELESS PROGRAM FORMS

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HOMELESS SUBMISSION CHECKLIST

Please refer to this form when preparing the application. The items in the general section must be **submitted** with all applications. **All items must be submitted in the same order as listed and all corresponding forms must be completed with all requested exhibits.** The exhibits must be submitted behind the forms and be identified by the location and page number where the items may be located in the proposal. **The bottom portion of this form must be signed by the authorized representative of the agency in order to certify the completeness of your proposal.** Forms to be provided by Developer are indicated with an (*). All Items must be included.

FORM NO.	TITLE OF FORM
	GENERAL INFORMATION: FORMS 1-6 are minimum threshold. All applicants must meet minimum threshold requirements in order to be deemed responsive
	HOMELESS SECTION:
1	Application form
2	Homeless Program Organizational Questionnaire
3	Proposed Project Narrative
4	Pre-development Checklist
5	Facility Questionnaire
6	Summary Budget Request

I HEREBY CERTIFY THAT THIS PROPOSAL IS COMPLETE AS INDICATED ABOVE

DEVELOPER: _____

DATE: _____

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REQUEST FOR APPLICATIONS FOR HOMELESS HOUSING AND SERVICES

APPLICATION FORM

Full Legal Name of Organization.-		Local Address of Organization	
Phone Number	Fax Number	Contact Person	
Program from which funding is being requested		Total Funding Requested	
<input type="checkbox"/> CDBG <input type="checkbox"/> HOME <input type="checkbox"/> SURTAX <input type="checkbox"/> SHIP <input type="checkbox"/> CHDO Name of Project:		\$ _____ _____	

I certify that all of the information contained in this application is true and accurate. I further understand that material omission or false information contained in this application constitute grounds for disqualification of the Applicant(s) and this application.

Authorized Signature	Typed Name	Title	Date

Corporate Seal



OR Sworn to and subscribed
before me this day of ,
200__

NOTARY PUBLIC, State of

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ORGANIZATIONAL QUALIFICATIONS AND CAPACITY NARRATIVE
APPLICANTS FOR ALL GRANT PROGRAMS MUST RESPOND TO THE APPROPRIATE
SECTION OF THIS QUESTIONNAIRE

ORGANIZATION'S LEGAL NAME: _____

ADDRESS (MAIN OFFICE) _____

EXECUTIVE DIRECTOR: _____

CONTACT PERSON: _____

PHONE: _____ FAX: _____ E-MAIL: _____

PROJECT NAME: _____

PROPOSED PROJECT ADDRESS: _____

Section A. Organizational History and Structure

APPLICANTS FOR NEW PROJECTS ONLY ANSWER QUESTIONS 1-7

1. In narrative form, please briefly describe your organization's main purpose/mission, and its history of providing services and/or housing in this community, including specifically the types of services (e.g. prevention, educational, employment, etc.), the number of locations, and the number of persons served
2. Describe your agency's experience in providing services specifically to the population to be served by the proposed project, including past experience in operating housing/providing services similar to that proposed
3. The describe the experience of staff providing substantive supportive services
- 4 Describe your agency's specific experience serving homeless persons
indicate what types housing/services you currently provide

	Type	#of beds/units	Since when Provided	Location(s)
	Emergency			
	Transitional			
	Permanent			
	Service Only.			
	Service Only:			
	Service Only:			

6. Indicate the total number of persons served by your program in the last year, and the total number of homeless persons served in the last year.
7. Indicate the average daily population for all programs and for homeless programs

FOR CURRENT SHP PROJECTS REQUESTING MATCH FUNDING:

8. Describe any findings, deficiencies in your current program operations
9. Describe how you are achieving the outcome/performance measures proposed in your grant

Section B. Capacity

ALL APPLICANTS MUST ANSWER THIS SECTION

1. What are the organization's total sources of funding? (provide source as well as amounts)
2. What is the organization's total annual operating budget⁷ What is the agency s fiscal year⁷
3. What sources will be used as a match for this grant?

4. Describe how the proposed project will supplement your current programs, and the Organization's capacity to administer this additional program
5. Describe any delays in project implementation for other projects, including the reasons for the delays.
6. Provide a timeline of critical tasks to be accomplished for the funding to be requested, including a monthly spending plan, proposed reimbursement schedule and reporting schedule for the outcomes achieved.
7. Describe how you will ensure the expenditure of all the funds requested in the proposed contract term.
8. Describe and enclose any licensure requirements that have been met by your agency and/or key members of your proposed/current program staff, including building occupational licenses, professional licenses, state licenses, etc.
9. Provide resumes and/or job restrictions for principal staff
10. Provide a list of all meetings of the Board of Directors held in the past twelve (12) months.
11. Attach a current listing of the Board of Directors, officers of the organization and advisory council members.
12. Attach a copy of your 501 (c) 3 certification indicating not-for-profit status 13. Attach a copy of your most recent certified audit verifying that the agency is on sound financial footing, including any and all management letters responding to the audit. (NOTE: for federally funded agencies, please also provide a copy of your single audit, if this is a separate document). If a certified audit is not available, detailed plans to comply with contractual audit requirements MUST be submitted as part of this application. 14. Describe your agency's procedures for assuring that all individuals (including formerly homeless/homeless persons) are encouraged to accept employment in your agency regardless of race, ethnicity, gender, disability or sexual orientation.

PROPOSED PROJECT NARRATIVE**APPLICANTS FOR ALL GRANT PROGRAMS MUST ANSWER THIS QUESTIONNAIRE**

Answer the following questions in narrative form, in no more than four (4) single-spaced pages

1. Describe the Project proposed for funding. Include the following information:

- a. Type of program (outreach, prevention, transitional housing, etc.)- For match requests, provide the name of the program requiring match funds, the year the grant was funded (e.g. 97 SHP), the current year of grant, and what type of match (services, operations)
- b. Number of persons proposed to be served and/or beds/units provided, and location(s)
- c. The targeted population (families or singles; if singles: men, women, coed, etc.)
- d. The services to be provided (substance abuse treatment, mental health services, etc.). both on-site and off site, and who will be providing the services (e.g. your agency, sub contracted to other providers, etc.), including specifically how the following services are provided (as applicable): education, independent living skills, vocational/employment training, permanent housing placement assistance
- e. The referral, intake and orientation process, including eligibility criteria for your program (including any restrictions such as family size, age, etc.)
- f. The schedule of hours for the proposed/currently provided services and the level of site supervision and client interaction
- g. The amount of staff that will be/are providing services, including the staff to client ratio and whether staff is already on board or if recruitment is required; provide a gender/ethnic breakdown of staff, including languages spoken.
- h. For new projects, how this project supplements your agency's existing efforts (additional
 - i. service units, beds created additional service hours, etc.)
- i. The outcome measures expected to be achieved for each activity proposed during the period of this contract (provide specific numbers/percentages), and indicators used to measure/document quality of services

FOR CURRENT SHP PROJECTS REQUESTING MATCH FUNDS

- j. Describe how you plan to/how you currently meet the balance of the program match needs. Attach documentation showing any and all match commitments

FOR PROJECTS REQUESTING CAPITAL FUNDS FOR HOUSING*

- k. Total number of units/beds in the project: number of units/beds reserved for the homeless
- l. Whether the project will be new construction or rehabilitation of existing buildings
- m. The supportive services committed to the homeless occupants of the project (including the name(s) of the provider(s) of these supportive services) over the 10-year period of reservation for the homeless. The narrative should specify the nature and scope of services and how homeless residents' needs will be addressed"

*NOTE: *For transitional housing projects:* Case management services must be provided to all residents Fully describe the case management services offered in the narrative, including frequency/duration of case management [one-on-one, daily, etc.]. the links to other services, how clients are prepared for independent living, how clients are assisted in obtaining employment and permanent housing, etc *For permanent housing projects* The narrative must Delude a service coordination component which describes how your project facilitates the availability of and access to an appropriate array of services and resources that promote quality of life for and housing retention o' homeless residents The narrative should fully describe how service coordination will be provided m the project

2. Describe how your project addresses a need or gap identified in the Annual Continuum of Care Gaps and Needs Analysis
3. Describe (and attach) any licenses that are required/the agency will seek
4. Describe how you will ensure the participation of program participants in program design, and how you will/currently ensure a client's right to courteous, fair and respectful treatment

MIAMI-DADE COUNTY HOMELESS TRUST PRE- DEVELOPMENT CHECKLIST

The Pre-Development Checklist has three sections. Please complete all sections and attach any requested information to the Checklist

SECTION A. Description of Proposed Property:

1. Address: _____ City: _____
 Commission District: _____ Entitlement Jurisdiction: _____
 Letter of Consistency with the Consolidated Plan on file? ☐ Yes ☐ No
2. Number of residential structures: _____
3. Number of total units in the project:
 ____ 0 BR ____ 1 BR ____ 2 BR ____ 3 BR ____ 4 BR (or more)
 (Please note, in SRC no single project may contain more than 100 assisted units).
4. Number of total units for which funding is requested:
 ____ 0 BR ____ 1 BR ____ 2 BR ____ 3 BR ____ 4 BR (or more)
 (Please note, in SRO, no single project may contain more than 100 assisted units).
5. On an attached sheet, list the number of floors on which residential units will be situated, the number of units per floor and the number of beds per unit. Indicate all common facilities and amenities being provided.
6. Number of handicap accessible units/% of total units: _____ / _____ %
7. Targeted population: ☐ families ☐ single adults
8. Program type: ☐ Emergency Housing ☐ Transitional Housing ☐ Permanent Housing
9. If you plan on developing a permanent housing structure for more than 16 persons, provide a narrative demonstrating why market conditions necessitate the development of a project of that size and how the project will be integrated into the community.
10. Describe all non-residential structures: _____
11. Check all that apply:
N/A Acquisition
 ____ New Construction
 ____ Moderate rehabilitation (>\$3,000/<\$25,000 per unit)
 ____ Substantial rehabilitation (>\$25,000 per unit)
12. In narrative form on a separate sheet, please specify the location of the project and provide a map of the site that clearly shows the site and its proximity to critical facilities or service providers. This MUST include public transportation routes and stops, homeless service centers, health care agencies that serve the homeless, mental health and substance abuse providers, employment training centers, employers, public schools if the project serves families and day care centers

SECTION B: Site Control

Check off the type of site control & attach evidence of site control:

- | | |
|---|-------------------------------------|
| ____ Letter of Intent to purchase/lease | ____ Contract for purchase and sale |
| ____ Option to purchase | ____ Warranty Deed |
| ____ Long Term Lease (minimum 10 years) | ____ Other: _____ |

Planning Analysis

1. Is property zoned for the proposed use? ☐ Yes ☐ No
2. Current zoning designation (attach relevant documentation): _____
3. Current use of site: _____
 If a variance is required, please indicate the cost, description of the process and timetable for
 Obtaining variance (attach supporting documentation for the timeline described):

4. Relocation: Is the property currently occupied? ☐ Yes ☐ No
 If Yes, how many units are occupied: _____
 Percentage of total units occupied: _____ %
 Was the property occupied when the purchase contract was executed? ☐ Yes ☐ No
 (Please note, in SRO at least 25% of the units must be vacant; occupied units must be occupied by Section 8 eligible persons for the units to be eligible for rehab assistance).
 Estimated cost of relocation (refer to Federal guidelines for guidance): \$ _____
5. Infrastructure: Indicate which are available to the project (V)

	Currently	Part of Rehab/New Const.
Electricity	_____	
Water	_____	_____
Sewer Capacity	_____	_____
Roads	_____	_____
Lighting	_____	_____

(Note: Please verify with the various local utility companies that there are no impediments to accessing the proposed services other than the costs for hook-up and installation)
6. **Environmental**
 - a. Describe the previous use of the proposed site and the surrounding area for each year from 1940 to present: _____
 - b. Has the property been used for the storage of hazardous or toxic materials? Yes No
 - c. Are there potential environmental hazards? Yes No
7. Existing Conditions Analysis: Provide a written narrative by an architect, engineer or licensed general contractor which details the condition for the structure (if rehab) or design (if new construction).and the scope of work and cost estimate for the work to be performed.
8. Describe the entity which will own the capital project (i.e. will the applicant be the sponsor or will a single asset subsidiary of the sponsor own the project?) _____
9. Prepare a Development Pro-Forma (see attached "Exhibit 3. Homeless Housing Assistance Grant Budget, and Source of Use"
10. Provide proof of funding commitments by other private or public entities
11. If a funding gap is reflected in the Development Pro-Forma. describe your business plan for obtaining gap funding: _____

12. Prepare an Operating Pro-Forma (see attached "Exhibit 6. Homeless Housing Assistance Grant Operating Pro Forma Rental Project")
-
13. Timeline for development: Attach a detailed timeline describing developmental milestones and indicate the status of achieving the milestone (e.g. in progress, completed, etc.); indicate actual dates (MM/DD/YY) that milestone has or will be achieved. Provide documentation clearly describes and supports the expenses that are expected to be incurred during the contract period, thus justifying the funding request.
14. Community Support: Describe community support, if any for the project:
-

SECTION C

Previous Development Experience:

1. How many projects has your organization developed that involved the following, what was the total value of activity, and who served as the developer (e.g. applicant, contracted CDC, etc.)

	#		#
Acquisition	_____	New Construction	_____
Mod Rehab	_____	Substantial Rehab	_____

2. For each development project your organization has participated in. please indicate the following:

- Type/size of housing developed (e.g. transitional, permanent; 15 units/20 beds, etc.)
 - Total development costs of the project (hard and soft costs)
 - Funding Sources utilized and amount provided
 - Indicate whether the project was developed by the applicant or another entity on behalf of the project
 - Project start and completion dates, including unusual circumstances that may have caused delays
- 3. On a separate sheet of paper, provide a narrative with the following:**
- List each member of the development team, clearly identifying their role, and documenting their prior experience on similar housing projects.
 - Clearly describe the applicant's role in the development team.
 - The narrative shall also describe how the project will be operated and by what entity.
 - Past experience should be specific, identifying past projects by name and location, and clearly stating the role played in that project by the team member.

Management Plan:

1. Describe your management plan for the project
2. Describe who will manage the property, and the experience and capacity of your agency or management personnel.
3. Describe the plan for ensuring repair and replacement of major building systems

FACILITY QUESTIONNAIRE

ALL APPLICANTS FOR NON-CAPITAL FUNDING THAT ARE PROVIDING HOUSING MUST COMPLETE THIS QUESTIONNAIRE.

Section A. – Facility Description

1. Provide a detailed description of the facility being proposed
 - a. The complete address, including city and Miami-Dade Commission District
 - b. The total number of units and beds
 - c. The number of units/beds proposed for funding
 - d. The usage breakdown of the units/beds (number for men, for women, etc.)
 - e. The types of units (efficiencies, one bedrooms, etc.)
 - f. The number of floors on which residential units will be located, number of units per floor and the number of beds per unit (please refer to the Minimum Housing Requirements, including square footage requirements)
 - g. List the number and locations of all bathrooms, kitchen, common areas and describe where program services (case management, group, etc.) will be provided,
 - h. Discuss the handicap accessibility of the facility, including the number of handicap accessible beds/units, elevators, bathrooms, program areas, etc
2. Describe the current zoning and attach evidence of zoning compliance. Explain if any variances are required and the status of any pending applications.
3. Provide/attach evidence of site control (lease, deed)
4. Describe the current use of the units/beds. Are units/beds currently occupied? If currently occupied, please describe plans for relocation.
5. Describe proximity to community facilities, schools, transportation, shopping, one-stop centers, etc., and provide a map detailing such.

Section B. – Facility Maintenance

1. Describe plans for building management
2. Describe plans for building repairs (minor and major)
3. Describe the security measures in place
4. Describe the fire safety plan

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**CONSOLIDATED RFP
SUMMARY BUDGET REQUEST
I. SUPPORTIVE SERVICES BUDGET**

Those costs associated with providing direct services to homeless individuals served by the program. Costs include case management staff, treatment staff/costs, medication, food, etc.

ITEM	PROGRAM BUDGET	AMOUNT REQUESTED (THIS RFP)	MATCH/LEVERAGE (cash or in-kind)
Personnel			
Fringe Benefits			
Other staff costs			
Outside Contractual			
Client transportation			
Client Supplies			
Food			
Other (describe)			
Other (describe)			
Other (describe)			
SUBTOTAL			

II. OPERATIONS BUDGET

Costs associated with operating housing, including costs for staff that support the housing maintenance, etc.).

ITEM	PROGRAM BUDGET	AMOUNT REQUESTED (THIS RFP)	MATCH/LEVERAGE (cash or in-kind)
Fringe Benefits			
Other staff costs			
Outside Contractual			
Utilities			
Maintenanc			
Other (describe)			
Other (describe)			
Other (describe)			
SUBTOTAL			

III ADMINISTRATIVE COSTS

ITEM	PROGRAM BUDGET	AMOUNT REQUESTED (THIS RFP)	MATCH/LEVERAGE (cash or in-kind)
Indirect/direct costs capped at 5 %			
SUBTOTAL			
	TOTAL PROGRAM BUDGET	MOUNT REQUESTED (THIS RFP)	MATCH/LEVERAGE (cash or in-kind)
TOTAL			

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Previous Contractual Relationships Form

(Only Agencies currently not receiving funding via the Homeless Trust must complete this form)

1. Has the applicant had any previous contractual relationship to provide services? _

☐ Yes ____ ☐ No

If Yes, please list name of purchaser organization, contract year, dollar amount, and scope of Services:

2. Have there been any previous monitoring reports for the contracts above?

☐ Yes ☐ No

If yes, review the last issued monitoring report from each funding organization and on a separate page, summarize any major areas of non-compliance.

3. Obtain the contact name and telephone number for each funding organization identified in #1 above and contacts him/her to ask the following questions (write responses on a separate page):

- a. Summarize your experience with the applicant concerning their performance under the contract.
- b. Were invoices submitted on time and were they accurate?
- c. Did payments need to be expedited due to cash flow problems?
- d. Has management and staff been stable (i.e. high or low turnover rate)?
- e. Would you continue to contract with the applicant?

Are there any issues the Homeless Trust should be aware of?

